



ACT TRAINING AWARDS 2024

NOMINATION GUIDELINES ORGANISATIONS

act.gov.au/skills/act-training-awards



ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the Ngunnawal people, traditional custodians of this beautiful Country we have the privilege to call home and recognise any other people or families with connection to the lands of the ACT and region.. We pay our respects to their Elders, past and present, and the contribution they make to the life of this city and to its success.

We recognise the land known as the Australian Capital Territory has been occupied, used and enjoyed since time immemorial by Aboriginal peoples, and they continue to be interconnected with it today.

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FURTHER INFORMATION

For more information on the ACT Training Awards visit www.skills.act.gov.au

If you need assistance with completing your nomination, please contact skills@act.gov.au or call **(02) 6205 7093**.

ABOUT THE AWARDS

The annual ACT Training Awards showcase the commitment, innovation and outstanding achievements of the ACT vocational education and training (VET) sector.

Nominating for the ACT Training Awards is an opportunity to be recognised for your organisation's achievements and increase your organisation's profile in the ACT.

Winners of organisation categories automatically enter a short-listing process for the Australian Training Awards, where they will have the opportunity to represent the ACT as a finalist.

KEY DATES	
Tuesday 13 February 2024	Nominations open
Friday 19 April 2024	Nominations close 5pm
Wednesday 5 June 2024	Short-listed nominees notified
Monday 1 to Friday 5 July 2024	Finalists' interviews conducted
Thursday 5 September 2024	ACT Training Awards Presentation
Friday 6 December	Australian Training Awards Event Presentation

ORGANISATION CATEGORIES

- ▶ ACT Small Employer of the Year
- ▶ ACT Large Employer of the Year
- ▶ ACT Small Training Provider of the Year
- ▶ ACT Large Training Provider of the Year
- ▶ ACT Industry Collaboration

PRESENTATION EVENT

The ACT Training Awards program culminates in a presentation event on Thursday 5 September 2024.

More information can be found on our website www.skills.act.gov.au



HOW TO ENTER THE 2024 ACT TRAINING AWARDS

WHAT ARE THE STEPS TO PREPARE MY NOMINATION?

1. Review the eligibility criteria
2. Register on the [Award Force homepage](#) to create an account
3. Read and agree to the conditions of entry.
4. Ensure you are nominated in the correct category.
5. Gather relevant details and start building your nomination.
6. Address the assessment criteria. Prepare your nomination addressing Section A: Overview, and Section B: Criteria.
7. **Submit!**

If you have any questions regarding the process, the eligibility criteria or the criteria to address, please contact the **VET Promotion and Events Team:**

Phone: +61 2 6205 7093

Email: skills@act.gov.au

COMPLETING AND SUBMITTING YOUR NOMINATION

You must submit your nomination electronically via the online Award Force nomination portal. Please ensure your computer is JavaScript enabled to take full advantage of the nomination portal. The instructions on how to complete and submit your nomination are available in the nomination portal.

The nomination portal allows organisation nominees to submit an overview of up to 500 words and responses of up to 800 words per criterion.

Before submitting your nomination, please ensure you have:

- ▶ Reviewed the ACT Training Awards Nomination Submission Checklist provided in this guide.
- ▶ Read and understood the conditions of entry.

ATTACHMENTS

Up to ten single A4 page attachments can be attached to support your nomination. Total file size per attachment must not exceed 15mb.

Any material exceeding the maximum number of attachments and size will not be provided to the judging panel.

Before submitting your nomination, ensure you have reviewed the ACT Training Awards Nomination Submission Checklist provided in this guide.

Ensure you have read and understood the conditions of entry before submitting your nomination.

CONDITIONS OF ENTRY

BY SUBMITTING A NOMINATION FOR THE ACT TRAINING AWARDS, YOUR ORGANISATION AGREES:

- ▶ to not accept any nomination for any similar award in another State or Territory in the nominating year;
- ▶ that failure to follow any lawful direction of the ACT Training Awards shall mean instant disqualification and forfeiture of any award;
- ▶ to be involved with ongoing promotion of the awards into the following year. This may be through commitments such as judging panels and speaking opportunities;
- ▶ that all or part of any non-confidential material or details from your nomination, photographs and recordings can and may be used online, in any broadcast and print media, and in a range of publicity and promotional materials related to skills and training by the ACT Government and the Australian Training Awards team;
- ▶ to be available for finalist interviews early July 2024;
- ▶ to be filmed or photographed while participating in the ACT Training Awards and/or Australian Training Awards;
- ▶ to be involved in promotional events and activities as required by the ACT Government and its official associates;
- ▶ if selected as a finalist for the Australian Training Awards, your organisation will be available to represent the ACT at the Australian Training Awards being held in Canberra in December.
- ▶ to be available to attend the finalist activities in Canberra for the full three days of the week of the Australian Training Awards;
- ▶ all content and claims in your nomination are true and correct; and
- ▶ that any decisions relating to the ACT Training Awards process are final and the ACT Training Awards will not enter into justification for the selection of successful nominees or debate the evaluation process.

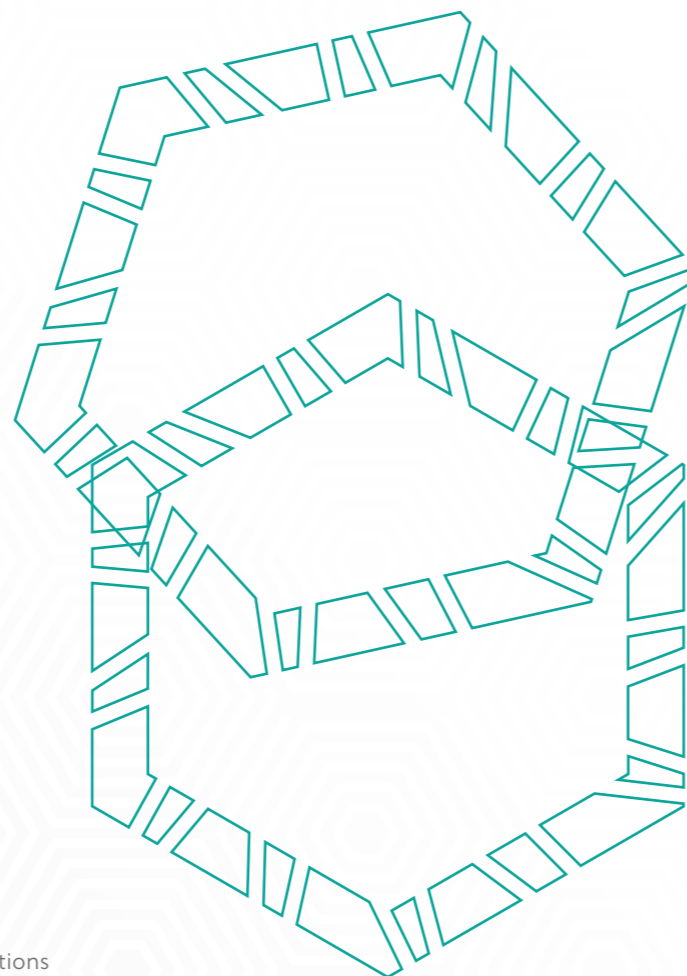
BY AGREEING TO HAVE INFORMATION AND/OR PHOTOS PUBLISHED ON A WEBSITE, YOU NEED TO BE AWARE THAT:

- ▶ the information can be copied and used by any web user once information has been published on the internet. The ACT Government or its official associates have no control over subsequent use and disclosure;
- ▶ it will be accessible to users worldwide; and
- ▶ photographs will be published on the website for the purpose of promoting the ACT Training Awards, Australian Training Awards and other VET initiatives.

PRIVACY

Only authorised ACT Government and Australian Training Awards officers and appointed judging panel members have access to nominee's information. The ACT Government may give information to other relevant bodies, sponsors and media. Personal information will not be disclosed to any other party without the nominee's consent, unless authorised or required by law.

All ACT Training Awards judges are required to sign confidentiality and conflict of interest statements.



TIPS FOR PREPARING A NOMINATION

A successful nomination stands out from the crowd.

Local and national judges are experienced at identifying individuals that stand out and demonstrate the Nominee's ability to be an ambassador for VET. A quality nomination is clear and concise and addresses all assessment criteria.

Remember the judges don't know your organisation. Your task is to convince them that your organisation is a worthy winner.

WHAT MAKES A GOOD NOMINATION?

Here are a few tips to writing a standout nomination:

1. START TODAY

Give yourself enough time to write the nomination and don't leave it until the last minute. A rushed nomination will not show the best you have to offer.

Nominations close at 5:00pm on Friday 19 April 2024 so make sure you allocate enough time to write your response to each criterion and get your nomination submitted by this date.

2. TELL YOUR STORY

Read the general conditions of entry and the assessment criteria carefully and make sure you address all criteria for the relevant category. The criteria are designed for you to tell the story of your organisation's success and achievements.

After you have read the conditions of entry and assessment criteria, identify the points that you want to highlight and outline what you want to cover under each criterion. Once you have done that, review each criterion and add any additional information or details.

Before you complete the nomination, provide it to someone to review.

Pay attention to the word and attachment limit, and don't exceed it.

Check the specific conditions of entry to see how many words you can use for each criterion, and the total size of supporting documents you can submit. Keep your answers concise and use bullet points if it helps, but don't use them to replace sentences in every assessment criterion.

3. LANGUAGE

Keep your language simple and clear. Use plain everyday language and don't use slang or too many acronyms.

4. PROOFREAD

Show the first draft of the full nomination to someone who will provide you with critical and honest feedback. Ask someone to check the final draft for spelling and grammatical errors. It makes a difference and is a worthwhile investment of time. Make sure you do a final check for errors before submitting the nomination.

Choose documents that support the claims in your nomination. Make sure any attachments are high quality, particularly if you scan any documents. Check your nomination to make sure you have answered the questions without repeating the same information.

5. THINK BIG

Remember that winning one of the ACT Training Award categories means your organisation will automatically enter a short-listing process for the Australian Training Awards. The nomination you submit for the ACT Training Awards might be used in the national judging process, you will not be able to make changes or amendments to your nomination. So, when you write your nomination, remember it may compete with other state/territory finalists.

Consider the following questions to assist your nomination:

- ▶ What has your organisation achieved?
- ▶ How have you achieved it?
- ▶ What practical examples/evidence do you have to support it?
- ▶ What other achievements can you refer to?
- ▶ What gives your organisation the edge over other nominees?
- ▶ What kind of contribution has your organisation made?

ASSESSMENT PROCESS

STAGE 1: COMPLIANCE CHECKING

All nominations will be checked to ensure they meet the eligibility criteria.

Eligible nominations will be provided to the judging panel for shortlisting.

STAGE 2: SHORTLISTING

Each written nomination will be assessed against the assessment criteria to determine the short-listed nominees.

All nominees will be advised whether they have or have not been short-listed to proceed to interview.

The judging panel may select up to five short-listed nominees per category.

STAGE 3: FINAL JUDGING

Each of the short-listed nominees proceeding to interview are considered finalists.

Interviews will be conducted in July 2024. The judging panel will select one winner for each award category.

All finalists will be invited to attend the 2024 ACT Training Awards presentation, where winners will be announced live.

SUBMISSION CHECKLIST

I have not submitted a nomination for more than **one award**

I meet the **eligibility criteria** for the award

I have addressed all **assessment criteria**

I have completed **all mandatory sections and questions**

I have read and understood the **conditions of entry and privacy requirements**

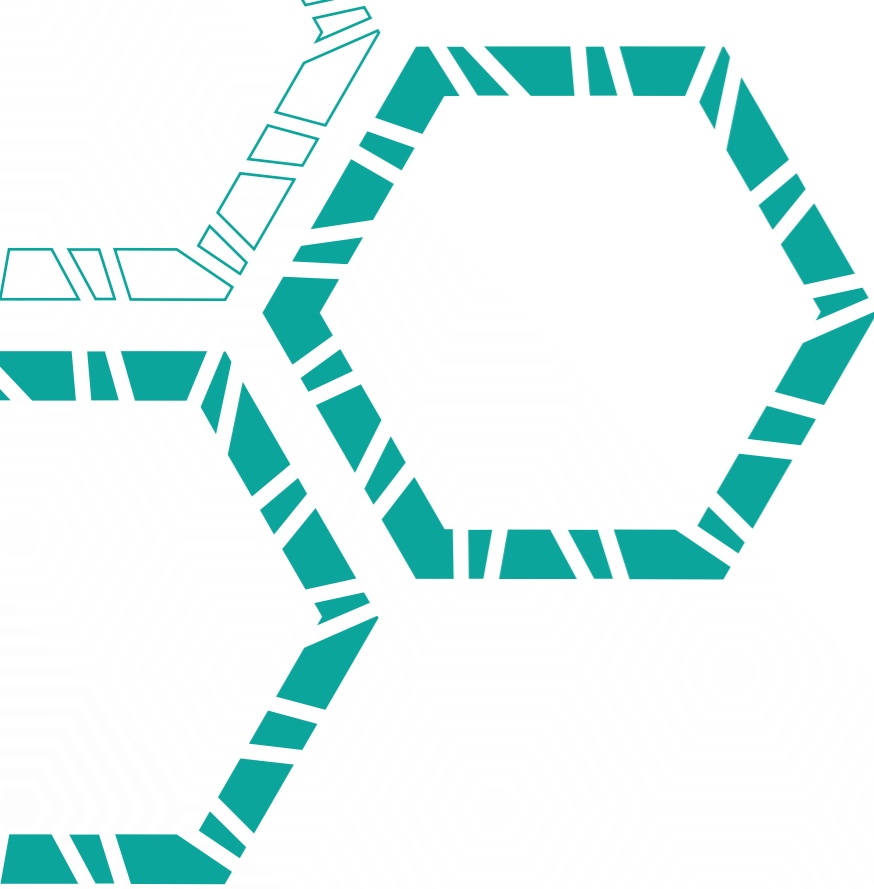
I have checked the nomination for **spelling and grammatical errors**

I have not exceeded the **word limit**

I have not exceeded the **attachment limit**

GLOSSARY OF TERMS

TERM	DEFINITION
ACT Australian Apprentice	Term used to describe both apprentices and trainees. Specifically referring to those who have entered into an ACT Australian Apprenticeship Training Contract involving a student and an employer agreeing to a combination of practical work on-the-job, with structured training to achieve a nationally recognised qualification under an Australian Apprenticeship Training Contract. More information is available at the Australian Apprenticeships website .
Apprentice	Person contracted to an employer through an Australian Apprenticeship Training Contract, who is undergoing training for a recognised trade occupation.
Nationally recognised training	An accredited program of study that leads to VET qualifications and credentials that are recognised across Australia. Only RTOs that meet government quality standards can provide nationally recognised training. It includes accredited courses, endorsed training package qualifications and associated subjects.
Australian Apprenticeship Training Contract (training contract)	Legally binding agreement between an Australian Apprentice and their employer which defines the rights and responsibilities of each party and allows the individual to undertake an Australian Apprenticeship with that employer.
Registered training organisation (RTO)	Training organisation registered by the Australian Skills Quality Authority (ASQA) or in some cases, a state or territory registering and accrediting body to provide VET and/or assessment services and issue nationally recognised qualifications. All RTOs are required to meet the Standards for Registered Training Organisations (RTOs) 2015. The nationally recognised qualifications an RTO can issue are defined by its scope of registration as listed on training.gov.au .
Trainee	Person employed in a recognised traineeship vocation and who has entered into an Australian Apprenticeship Training Contract with their employer.
Vocational Education Training (VET)	Designed to deliver workplace-specific skills and knowledge, vocational education and training (VET) covers a wide range of careers and industries, including trade and office work, retail, hospitality and technology.



ORGANISATION CATEGORIES



ACT SMALL EMPLOYER OF THE YEAR

The ACT Small Employer of the Year Award recognises a small enterprise that has achieved excellence in the provision of 'nationally recognised training' to its employees.

'Nationally recognised training' refers to training that is based on a national training package or accredited course which results in a person receiving a formal qualification or Statement of Attainment issued by an registered training organisation (RTO). This includes Australian Apprenticeships.

ELIGIBILITY

To nominate, an organisation must:

- ▶ meet the conditions of entry requirements;
- ▶ be a registered business with a current ABN;
- ▶ employ 99 or fewer full-time equivalent employees;
- ▶ deliver nationally recognised vocational education and training to their employees that leads to formal qualifications or Statements of Attainment issued by an RTO under the Australian Qualifications Framework; and
- ▶ have its head office in the ACT with a workplace address in the ACT.

Note: Joint applications are accepted from a partnership between a single host employer and a Group Training Organisation (GTO). Host employers or GTOs who nominate for the award are required to have their partner agree to the nomination, however there is no requirement to jointly write the nomination.

*Note: Nominations will **not** be accepted from branch offices of larger enterprises (NB: franchisees may*

nominate if their training activities are organised independently of the franchise group) and from organisations whose core business is the delivery of vocational education and training (these organisations may consider nominating for either the Large or Small Training Provider of the Year Award).

The 2024 ACT winner of this category will enter a short-listing process for the Australian Training Awards.

The original nomination from the ACT winner of this category will be used for the Australian Training Awards process.

PREPARING YOUR NOMINATION

Section A: Overview

This information will **not** be considered or used for short-listing or judging purposes. This information may be used as a summary of your organisation throughout the awards process, for example, on the ACT Training Awards website or presentation evening program.



Organisational Details

Please make sure you have the following information ready before beginning the nomination process:

- ▶ industry sector;
- ▶ main business location;
- ▶ number of full-time employees;
- ▶ number of part-time employees;
- ▶ number of casual employees;
- ▶ number of contractors;
- ▶ business structure (e.g. sole trader, partnership, trust, company);
- ▶ length of time in operation (years); and
- ▶ your organisation's training expenditure as a percentage of annual payroll.

Organisational Summary

Provide a brief description of your business, including the products/ services that it offers and any major milestones it has achieved.

(Limit: 500 words)

Section B: Assessment Criteria

Criterion 1: Extent and quality of training for employees

Criterion 2: Achievements of the business and its employees that can be attributed to training

Criterion 3: Innovation and excellence in design and delivery of training

(Limit: 800 words per criterion)

ADDRESSING THE CRITERIA

This information will be considered and used for short-listing and judging purposes. Please be aware that your responses to the criteria will be strengthened by the inclusion of measurable results and appropriate indicators (including customer satisfaction data and other types of external validation).

Note: The considerations listed under each criterion are provided to clarify what may be relevant to include when writing your nomination.

Criterion 1: Extent and quality of training for employees*

Tell us about:

- ▶ Your involvement in designing training specifically for your business, either alone or in partnership with training organisations.
- ▶ The qualifications or courses your employees are undertaking.

- ▶ The number of employees actively engaged in training.
- ▶ The training organisations delivering the training.
- ▶ The average hours per month your employees spend in training.
- ▶ How you integrate on-the-job and off-the-job training.
- ▶ How you commit to equity in training for employees who are from groups under-represented in employment, education, and training (such as people with disabilities, indigenous people, people from non-English speaking backgrounds, people in older age groups, people living in remote areas).

**Your training organisations could assist you with this criterion.*

Criterion 2: Achievements of the business and its employees that can be attributed to training

Think about:

- ▶ How training has improved the productivity and well-being of your employees (briefly describe the personal training achievements of a few of your staff).
- ▶ How training has improved your relationships with clients.
- ▶ How training has improved the productivity and profitability of your business.
- ▶ How you measure the benefits of training.
- ▶ How training will improve your business in the future.
- ▶ How training is integrated into business planning.

Criterion 3: Innovation and excellence in design and delivery of training

Consider the following:

- ▶ Details of creativity, innovation and excellence in the design, development, and delivery of training for your employees.
- ▶ Innovative methods you use to create positive relationships or partnerships with others to enhance the effectiveness of your training.
- ▶ Innovative approaches you use to encourage access to training for your employees (e.g. mentoring, e-learning, collaborative learning).

ACT LARGE EMPLOYER OF THE YEAR

The ACT Large Employer of the Year Award recognises a large enterprise that has achieved excellence in the provision of 'nationally recognised training' to its employees.

'Nationally recognised training' refers to training that is based on a national training package or accredited course which results in a person receiving a formal qualification or Statement of Attainment issued by an registered training organisation (RTO). This includes Australian Apprenticeships.

ELIGIBILITY

To nominate, an organisation must:

- ▶ be a registered business with a current ABN;
- ▶ employ 100 or more full time equivalent employees;
- ▶ have its head office in the ACT with a workplace address in the ACT; and
- ▶ deliver nationally recognised vocational education and training to their employees that leads to formal qualifications or Statements of Attainment issued by an RTO under the Australian Qualifications Framework.

Note: Joint applications are accepted from a partnership between a single Host Employer and a Group Training Organisation (GTO). Host Employers or GTOs who nominate for the award are required to have their partner agree to the nomination, however there is no requirement to jointly write the nomination.

Nominations will not be accepted from organisations whose core business is the delivery of vocational education and training (these organisations may consider nominating for either the Large or Small Training Provider of the Year Award).

The 2024 ACT winner of this category will enter a short-listing process for the Australian Training Awards.

The original nomination from the ACT winner of this category will be automatically submitted to the Australian Training Awards.

PREPARING YOUR NOMINATION

Section A: Overview

This information will not be considered or used for short-listing or judging purposes. This information may be used as a summary of your organisation throughout the awards process, for example, on the ACT Training Awards website or presentation evening program.

Organisational Details

Please make sure you have the following information ready before beginning the nomination process:

- ▶ industry sector;
- ▶ main business location;
- ▶ number of full-time employees;
- ▶ number of part-time employees;
- ▶ number of casual employees;
- ▶ number of contractors;
- ▶ business structure (e.g. sole trader, partnership, trust, company);
- ▶ length of time in operation (years); and
- ▶ your organisation's training expenditure as a percentage of annual payroll.

Organisational Summary

Provide a brief description of your business, including the products/ services it offers and any major milestones it has achieved.

(Limit: 500 words)

Section B: Assessment Criteria

Criterion 1: Extent and quality of training for employees

Criterion 2: Achievements of the business and its employees that can be attributed to training

Criterion 3: Integration of training into business planning

Criterion 4: Innovation and excellence in design and delivery of training

Criterion 5: Commitment to equity in training

(Limit: 800 words per criterion)

ADDRESSING THE CRITERIA

This information will be considered and used for judging purposes.

Please be aware that your responses to the criteria will be strengthened by the inclusion of measurable results and appropriate indicators (including customer satisfaction data and other types of external validation).

Note: The considerations listed under each criterion are provided to clarify what may be relevant to include when writing your nomination.

Criterion 1: Extent and quality of training for employees

Tell us about:

- ▶ Your involvement in designing training specifically for your business, either alone or in partnership with training organisations.
- ▶ The qualifications or courses your employees are undertaking.
- ▶ The percentage of your employees actively engaged in training.
- ▶ The hours per month (average) your employees spend in training.
- ▶ How you integrate on-the-job and off-the-job training.

Criterion 2: Achievements of the business and its employees that can be attributed to training

Think about:

- ▶ How training has improved the productivity and well-being of your employees (briefly describe the personal training achievements of a few of your staff).

- ▶ How training has improved your relationships with clients.
- ▶ How training has improved the productivity and profitability of your business.
- ▶ How you measure the benefits of training.
- ▶ How training will improve your business in the future.

Criterion 3: Integration of training into business planning

Consider:

- ▶ The training aims of your business.
- ▶ The 'training culture' you have established within your business.
- ▶ How training fits into your workforce development and business planning.
- ▶ How you have formalised an ongoing commitment to training.
- ▶ How you find out about the training needs of your employees.

Criterion 4: Innovation and excellence in the design and delivery of training

You may wish to include information about:

- ▶ The training you have made available to employees from groups under-represented in employment, education, and training (such as people with disabilities, Aboriginal and Torres Strait Islander people, people from non-English speaking backgrounds, people in older age groups, people living in remote areas).
- ▶ The number of these employees actively engaged in training.
- ▶ The number of these employees actively trained for managerial or supervisory jobs.
- ▶ The training programs specifically designed for these employees



2023 ACT Small Training Provider of the Year – McMillan Staff Development

ACT SMALL TRAINING PROVIDER OF THE YEAR

The ACT Small Training Provider of the Year award recognises a registered training organisation (RTO) that offers a specific range of training products and services and demonstrates excellence and high-level performance in all aspects of vocational education and training.

ELIGIBILITY

To nominate, an organisation must:

- ▶ have fewer than 500 students enrolled at the time of nomination, as reported by RTOs in the most recent annual National Centre for Vocational Education Research (NCVER) data collection period;
- ▶ be an RTO for which the delivery of vocational education and training is their core business; and
- ▶ nominate in the state or territory where the majority of their training is being delivered.

Note: Organisations may only nominate for this category in a single state or territory. Only one nomination will be accepted per RTO code.

The 2024 ACT winner of this category will be automatically nominated for the Australian Training Awards.

The original nomination from the ACT winner of this category will be automatically submitted to the Australian Training Awards.

PREPARING YOUR NOMINATION

Section A: Overview

The information in Section A will not be considered or used for judging purposes, but it may be used as a summary of your organisation throughout the awards process.

Organisation Details

Please make sure you have the following information ready before beginning the nomination process:

- ▶ number of qualifications listed on your scope of registration currently being delivered;
- ▶ number of units of competency listed on your scope of registration currently being delivered;
- ▶ number of skill sets listed on your scope of registration currently being delivered;
- ▶ number of accredited courses listed on your scope of registration currently being delivered;
- ▶ completion rate for qualifications (in the year previous to this award);
- ▶ completion rate for units of competency (in the year previous to this award);
- ▶ completion rate for skill sets (in the year previous to this award);
- ▶ completion rate for accredited courses (in the year previous to this award);
- ▶ number of full-time equivalent staff;
- ▶ number of part-time staff;
- ▶ number of casual staff;
- ▶ number of contracting staff;
- ▶ length of time in operation (years);

- ▶ percentage of annual turnover attributed to Australian Government funding;
- ▶ percentage of annual turnover attributed to state/territory government funding; and
- ▶ percentage of annual turnover attributed to fee-for-service funding.
- ▶ number of currently enrolled students*;
- ▶ number of narrow ASCED fields of education you offer**;

*Please attach evidence of the breakdown of your enrolled student numbers in each state and territory (as provided to NCVET in the most recent annual data collection period). This attachment is not counted towards the attachment limit.

**Qualifications and accredited courses are each assigned a 4-digit Australian Standard Classification of Education (ASCED) 'narrow' field of education code. There are 71 narrow fields of education, and they identify the subject matter relating to a program of study.

Organisation Summary

Provide a brief description of your organisation, including the reasons why you are applying for this award.

(Limit: 500 words)

Section B: Assessment Criteria

Criterion 1: High quality and leading practice in vocational education and training

Criterion 2: Meeting student needs

Criterion 3: Meeting industry needs

Criterion 4: High quality business management

Criterion 5: Innovation and excellence in design and delivery of training

(Limit: 800 words per criterion)

ADDRESSING THE CRITERIA

This information will be considered and used for short-listing and judging purposes. Please be aware that your responses to the criteria will be strengthened by the inclusion of measurable results and appropriate indicators (including customer satisfaction data and other types of external validation). You are encouraged to include case studies for each of these criteria with students, industry, and/or the community that highlight the impact of your training.

The selection criteria should be the focus of the nomination. Up to ten single A4 pages of relevant evidence may be provided. Attachments exceeding 10 pages will not be considered.

You are encouraged to consider virtual delivery of training to students in your nomination.

Note: The considerations listed under each criterion are provided to clarify what may be relevant to include when writing your nomination.

Criterion 1: High quality and leading practice in vocational education and training

Tell us about:

- ▶ How you demonstrate excellence and high level performance in nationally accredited training arrangements.
- ▶ How you provide creative and innovative solutions to emerging training needs.
- ▶ The systems you have in place to manage, evaluate and enhance your VET products and services.
- ▶ How you implement and keep up with best practice.
- ▶ How your training influences best practice.
- ▶ How you measure success (e.g. outcome and completion data, satisfaction surveys, independent validations and evaluations, industry recognition, business outcomes from training activity).
- ▶ How you undertake continuous improvement and apply quality controls within your organisation.

Criterion 2: Meeting student needs

How do you support students and meet their needs in vocational education and training? For example, you may consider:

- ▶ How you encourage access to your VET products and services.
- ▶ What support services you provide to students during their training.
- ▶ The systems you have in place to be able to reach different cohorts (e.g. online training).
- ▶ How you are inclusive of different students' needs.
- ▶ How you provide students with the skills they need to be successful in the workplace.
- ▶ How satisfied students are with their training.
- ▶ The success you have achieved in meeting the needs of equity groups.

Criterion 3: Meeting industry needs

How do you monitor industry and market needs? For example, you may consider:

- ▶ How you build new, innovative, and effective partnerships with industry in the local or wider community.
- ▶ How you collect data on and understand industry/business needs and expectations.
- ▶ Your capacity and flexibility to meet changing training needs and new training markets.
- ▶ How your training reflects changing industry requirements and expectations.

Criterion 4: High quality business management

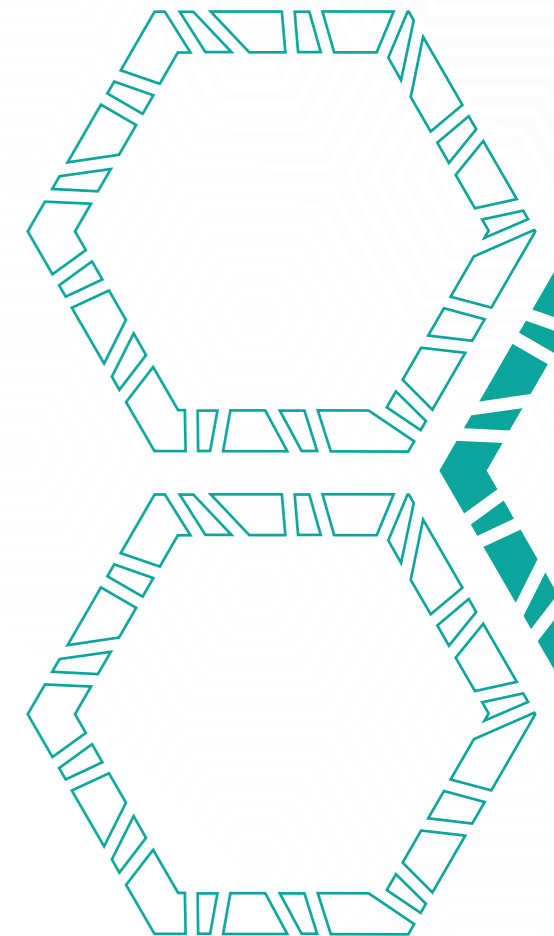
How do you manage your business to ensure it is operating at a high quality? For example, you may consider:

- ▶ The strategies you have in place to identify local/regional issues (e.g. social, economic, industrial or environmental issues) and how you incorporate these into your service delivery.
- ▶ The systems you have in place for planning and communicating your purpose, vision, goals, values and core business strategies (and for creating alignment across your whole organisation).
- ▶ How you develop the capability and capacity of your workforce.
- ▶ The strategies you have in place to build a positive workplace culture.
- ▶ How you support employee wellbeing and positive mental health.
- ▶ How you incorporate inclusion and diversity into running your business.
- ▶ How you identify and attract new clients and new markets, and how you address these without impacting the sustainability of your operations.
- ▶ How you enrol, train and report on online learners.
- ▶ How you ensure the sustainability of your operations, including your understanding of risk and risk management.

Criterion 5: Innovation and excellence in design and delivery of training

How do you demonstrate innovation in your approach to the design and delivery of training for students? For example, you may include information about:

- ▶ Details of creativity, innovation and excellence in the design, development, and delivery of training.
- ▶ How you demonstrate creativity and innovation in the design and development of your processes and techniques (operational or educational).
- ▶ Innovative methods you use to create positive relationships or partnerships with others to enhance the effectiveness of your training.
- ▶ Innovative approaches you use to encourage access to training for your students (e.g. mentoring, e-learning, collaborative learning).





ACT Large Training Provider of the Year – CIT

ACT LARGE TRAINING PROVIDER OF THE YEAR

The Large Training Provider of the Year Award recognises a large registered training organisation (RTO) that offers a range of training products and services and demonstrates excellence and high-level performance in all aspects of vocational education and training.

ELIGIBILITY

To nominate, an organisation must:

- ▶ have 500 or more students enrolled at the time of nomination, as reported by RTOs in the most recent annual National Centre for Vocational Education Research (NCVER) data collection period;
- ▶ be an RTO for which the delivery of vocational education and training is their core business; and
- ▶ nominate in the state or territory where the majority of their training is being delivered.

Note: Organisations may only nominate for this category in a single state or territory. Only one nomination will be accepted per RTO code.

The 2024 ACT winner of this category will be automatically nominated for the Australian Training Awards.

The original nomination from the ACT winner of this category will be used for the Australian Training Awards process.

PREPARING YOUR NOMINATION

Section A: Overview

The information in Section A will not be considered or used for judging purposes but may be used as a summary of your organisation throughout the awards process.

Organisation Details

Please make sure you have the following information ready before beginning the nomination process:

- ▶ number of qualifications listed on your scope of registration currently being delivered;
- ▶ number of units of competency listed on your scope of registration currently being delivered;
- ▶ number of skill sets listed on your scope of registration currently being delivered;
- ▶ number of accredited courses listed on your scope of registration currently being delivered;
- ▶ completion rate for qualifications (in the year previous to this award);
- ▶ completion rate for units of competency (in the year previous to this award);
- ▶ completion rate for skill sets (in the year previous to this award);
- ▶ completion rate for accredited courses (in the year previous to this award);
- ▶ number of full-time equivalent staff;
- ▶ number of part-time staff;
- ▶ number of casual staff;
- ▶ number of contracting staff;

- ▶ length of time in operation (years);
- ▶ percentage of annual turnover attributed to Australian Government funding;
- ▶ percentage of annual turnover attributed to state/territory government funding; and
- ▶ percentage of annual turnover attributed to fee-for-service funding number of currently enrolled students*;
- ▶ number of narrow ASCED fields of education that you offer**;

**Please attach evidence of the breakdown of your enrolled student numbers in each state and territory (as provided to NCVER in the most recent annual data collection period). Note that this attachment is not counted towards the attachment limit.*

***Qualifications and accredited courses are each assigned a 4-digit Australian Standard Classification of Education (ASCED) 'narrow' field of education code. There are 71 narrow fields of education, and they identify the subject matter relating to a program of study.*

Organisation Summary

Provide a brief description of your organisation, including the reasons why you are applying for this award.

(Limit: 500 words)

Section B: Assessment Criteria

Criterion 1: High quality and leading practice in vocational education and training

Criterion 2: Meeting student needs

Criterion 3: Meeting industry needs

Criterion 4: High quality business management

Criterion 5: Innovation and excellence in design and delivery of training

(Limit: 800 words per criterion)

ADDRESSING THE CRITERIA

This information will be considered and used for short-listing and judging purposes. Please be aware that your responses to the criteria will be strengthened by the inclusion of measurable results and appropriate indicators (including customer satisfaction data and other types of external validation). You are encouraged to include case studies for each of these criteria with students, industry, and/or the community that highlight the impact of your training.

The assessment criteria should be the focus of the nomination. Up to ten single A4 pages of relevant evidence may be provided. Attachments exceeding 10 pages will not be considered.

You are encouraged to consider virtual delivery of training to students in your nomination.

Note: The considerations listed under each criterion are provided to clarify what may be relevant to include when writing your nomination.

Criterion 1: High quality and leading practice in vocational education and training

Tell us about:

- ▶ How you demonstrate excellence and high level performance in nationally accredited training arrangements.
- ▶ How you provide creative and innovative solutions to emerging training needs.
- ▶ The systems you have in place to manage, evaluate and enhance your VET products and services.
- ▶ How you implement and keep up with best practice.
- ▶ How your training influences best practice.
- ▶ How you measure success (e.g. outcome and completion data, satisfaction surveys, independent validations and evaluations, industry recognition, business outcomes from training activity).
- ▶ How you undertake continuous improvement and apply quality controls within your organisation.

Criterion 2: Meeting student needs

How do you support students and meet their needs in vocational education and training? For example, you may consider:

- ▶ How you encourage access to your VET products and services.
- ▶ What support services you provide to students during their training.
- ▶ The systems you have in place to be able to reach different cohorts (e.g. online training).
- ▶ How you are inclusive of different students' needs.
- ▶ How you provide students with the skills they need to be successful in the workplace.
- ▶ How satisfied students are with their training.
- ▶ The success you have achieved in meeting the needs of equity groups.

Criterion 3: Meeting industry needs

How do you monitor industry and market needs? For example, you may consider:

- ▶ How you build new, innovative, and effective partnerships with industry in the local or wider community.
- ▶ How you collect data on and understand Industry/business needs and expectations.
- ▶ Your capacity and flexibility to meet changing training needs and new training markets.
- ▶ How your training reflects changing industry requirements and expectations.

Criterion 4: High quality business management

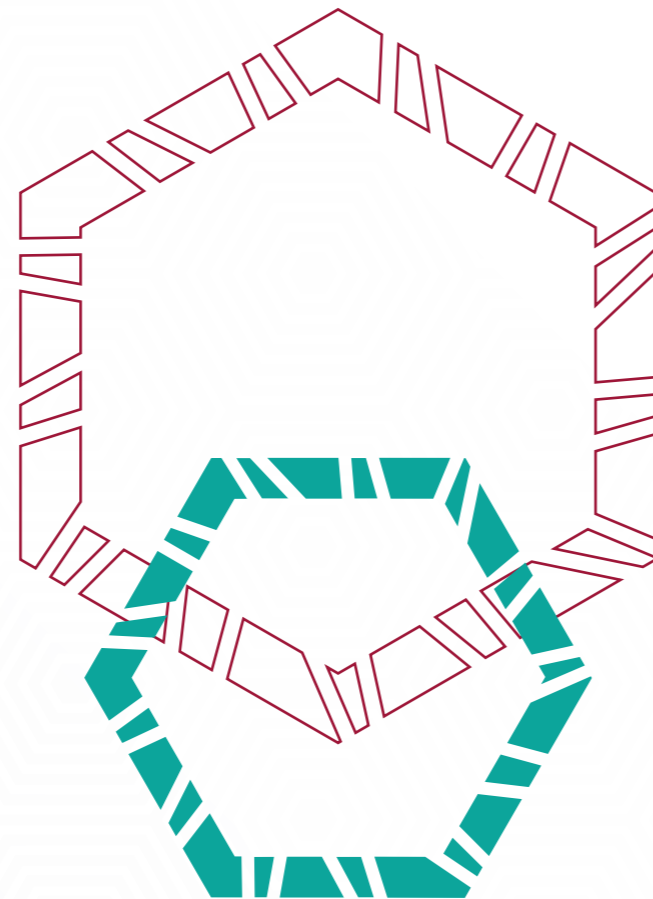
How do you manage your business to ensure it is operating at a high quality? For example, you may consider:

- ▶ The strategies you have in place to identify local/regional issues (e.g. social, economic, industrial or environmental issues) and how you incorporate these into your service delivery.
- ▶ The systems you have in place for planning and communicating your purpose, vision, goals, values and core business strategies (and for creating alignment across your whole organisation).
- ▶ How you develop the capability and capacity of your workforce.
- ▶ The strategies you have in place to build a positive workplace culture.
- ▶ How you support employee wellbeing and positive mental health.
- ▶ How you incorporate inclusion and diversity into running your business.
- ▶ How you identify and attract new clients and new markets, and how you address these without impacting the sustainability of your operations.
- ▶ How you enrol, train and report on online learners.
- ▶ How you ensure the sustainability of your operations, including your understanding of risk and risk management.

Criterion 5: Innovation and excellence in design and delivery of training

How do you demonstrate innovation in your approach to the design and delivery of training for students? For example, you may include information about:

- ▶ Details of creativity, innovation and excellence in the design, development, and delivery of training.
- ▶ How you demonstrate creativity and innovation in the design and development of your processes and techniques (operational or educational).
- ▶ Innovative methods you use to create positive relationships or partnerships with others to enhance the effectiveness of your training.
- ▶ Innovative approaches you use to encourage access to training for your students (e.g. mentoring, e-learning, collaborative learning).



ACT INDUSTRY COLLABORATION

The Industry Collaboration Award recognises an exemplary skills development collaboration between at least one employer/industry body and at least one organisation delivering nationally recognised training.

ELIGIBILITY

To nominate for the Industry Collaboration Award, you must:

- ▶ have at least one party who is an industry organisation (e.g. employer, enterprise, group of enterprises, industry association, industry advisory body, trade union or professional association) with an ABN located in the ACT; and
- ▶ have at least one party who is delivering nationally recognised training or directly contributing to the outcomes of nationally recognised training which leads to formal qualifications or Statements of Attainment under the Australian Qualifications Framework

The registered training organisation (RTO) nominee must:

- ▶ have the majority of its training delivered in the ACT (nominations must focus on the training delivered in the ACT);
- ▶ have scope to deliver the qualification/s (listed on the registered training organisation's (RTO) scope of registration for ACT delivery as per training.gov.au) delivered as part of the industry collaboration at time of nomination;
- ▶ have an RTO status of 'current' on training.gov.au at time of nomination and up to 20 November 2024; and
- ▶ have no outstanding sanctions applied by the Australian Skills Quality Authority (ASQA).

Note: RTO compliance outcomes including any sanctions applied at both a state/territory and national level may be considered as part of the eligibility assessment.

Note: Organisations must demonstrate a genuine and shared agreement (either formal or informal) to cooperate and work together for mutual benefit. Collaborations typically will not include transactional or service delivery arrangements or partnerships where financial and cost arrangements are a defining characteristic.

Note: Nominations will not be accepted from organisations operating under a contractual 'partnership' agreement.

The 2024 ACT winner of this category will enter a short-listing process for the Australian Training Awards.

The original nomination from the ACT winner of this category will be used for the Australian Training Awards short-listing process.

PREPARING YOUR NOMINATION

Section A: Overview

Provide an overview of the collaboration, including:

- ▶ name of the collaboration;
- ▶ lead organisation and each of the parties to the collaboration;
- ▶ purpose and objectives of the collaboration;
- ▶ origin of the collaboration (how the parties came together);
- ▶ details of the environment in which the collaboration operates; and
- ▶ how the collaboration functions in practice, including lines of communication between the parties to the collaboration.

This information will not be considered or used for short-listing or judging purposes. This information may be used as a summary of your organisation throughout the awards process, for example, on the ACT Training Awards website or presentation evening program.

(Limit: 500 words)

Section B: Assessment Criteria

Criterion 1: Outstanding practice of the collaboration

Criterion 2: Achievements of the collaboration for training

Criterion 3: Training impacts of the collaboration

Criterion 4: Sustainability and future of the collaboration

(Limit 800 words per criterion)

ADDRESSING THE ASSESSMENT CRITERIA

This information will be considered and used for short-listing and judging purposes. This award category requires the nominee to address the following award criteria. Please be aware your responses to the criteria will be strengthened by the inclusion of measurable results and appropriate indicators (including customer satisfaction data and other types of external validation).

Note: The considerations listed under each criterion are provided to clarify what may be included when writing your nomination.

Criterion 1: Outstanding practice of the collaboration

Describe the extent to which the collaboration goes above and beyond standard practice in training and skills development. For example, you may consider:

- ▶ The basis of the successful collaboration partner's agreement.
- ▶ The specific training need being addressed by the collaboration.
- ▶ Exemplary or innovative aspects featured in the training collaboration.

Criterion 2: Achievements of the collaboration for training

Tell us about:

- ▶ Examples of excellence in the training delivered.
- ▶ Training outcomes achieved (including qualifications and skill sets awarded).
- ▶ Improvements in the quality of learning and assessment implemented.
- ▶ What, if any, new or improved career pathways and opportunities have been created.

Criterion 3: Training impacts of the collaboration

Share with us:

- ▶ How has the collaboration benefited the participants, the community, the collaborating organisations, and the broader training system.
- ▶ The improvements to processes/procedures of all collaborating organisations.
- ▶ The contribution to social equity, especially increasing the participation of people from groups underrepresented in the industry or workplaces.

Criterion 4: Sustainability and future of the collaboration

You may wish to include information about:

- ▶ What, if any, aspects of the collaboration utilise government funding? If so, how could the collaboration be continued if government funding ceased.
- ▶ How can the outcomes of the collaboration be replicated or modelled for other industries.
- ▶ What quality improvement/performance evaluations of the collaboration in place or planned.



AUSTRALIAN TRAINING AWARDS

AUSTRALIAN TRAINING AWARDS

The Australian Training Awards are the peak, national awards for the VET sector, recognising individuals, businesses, and registered training organisations (RTOs) for their contribution to skilling Australia.

The awards include state and territory awards, with winners from each state and territory eligible to compete at the national level in aligned categories.

Winners of the national awards will be announced at the Australian Training Awards presentation being held in Canberra in December 2024.

DIRECT ENTRY CATEGORIES

The Australian Training Awards also includes multiple Direct Entry Categories. These categories are not presented at the ACT Training Awards. However, they are open to eligible ACT nominees.

For the direct entry award category criteria's, please visit www.australiantrainingawards.gov.au

Australian Apprenticeships Employer Award

The Australian Apprenticeships Employer Award recognises those employers who have made innovative improvements in training which provide beneficial outcomes for their apprentices and/or trainees in Australia and to their local community.

School Pathways to VET Award

The School Pathways to VET Award recognises eligible organisations including schools, RTOs, group training organisations, industry bodies and employers that have collaboratively delivered one (or more) excellent vocational education and training (VET) programs to secondary school students.

FURTHER INFORMATION

For more information on the Australian Training Awards visit www.australiantrainingawards.gov.au