The NSW Department of Education and Training (DET) conducts the NSW Training Awards each year to recognise outstanding achievement in the vocational education and training sector. The Awards honour and reward the achievements of students, teachers, training organisations, and employers.

All finalists will be invited to attend the Awards Presentation Dinner to be held at The Ballroom, Sydney Convention and Exhibition Centre, Darling Harbour on 8 September 2005 where the Minister for Education and Training will announce the winners.

This entry form provides details for the NSW Training Initiative Award. Separate entry forms provide details of awards for Training Organisations and Employer and Small Business awards. Please visit our website www.det.nsw.edu.au/trainingawards for details.
eligibility
The NSW Training Initiative Award will recognise a leading edge program or product developed and implemented for the purpose of providing high quality vocational education and training. The principal nominee will be one organisation (or part thereof) which initiated or implemented the development of the program or product.

representing nsw at the australian training awards
The winner will be nominated to represent NSW in the 2005 Australian Training Awards. All State and Territory nominations are assessed by a panel appointed by the Australian National Training Authority (ANTA) and selected finalists are then further evaluated. Finalists will be invited to the Australian Training Awards to be held in November at the Perth Convention Centre.

conditions of entry
- The closing date for entries is Thursday 26 May 2005.
- An organisation must not use the same submission to apply for a similar award in another State or Territory or for the Australian Training Awards in this calendar year.
- Candidates must agree to abide by the decisions of the NSW Department of Education and Training (DET).
- DET reserves the right to use photographs and non-confidential information about finalists for promotional purposes.

closing date and postal details
Entry forms and required supporting information must reach the following address by 5pm on Thursday 26 May 2005:

2005 NSW Training Awards
Department of Education and Training
Level 12, 1 Oxford Street
(Locked Bag 53)
Darlinghurst NSW 2010

selection process
From the information provided on the entry form and supporting material, organisations will be assessed against the criteria set out in this form by a panel of judges. The panel may interview and/or visit those shortlisted before selecting finalists.

further information or extra entry forms
Please visit our website at www.det.nsw.edu.au/trainingawards or phone 1800 306 999 (toll free).

requirements for entering the 2005 NSW Training Awards

DOCUMENTS TO BE PROVIDED
The submission should comprise:

1. NSW Training Initiative Award Entry Form (fully completed and signed)

2. A written submission (not exceeding 30 A4 pages including attachments) providing evidence against the assessment criteria below. Any relevant information which shows the quality of your achievements in vocational education and training may be provided. (no videos, tapes or CDs please).

NB. Do not send originals as the Department is unable to return submissions.

COPIES
Please provide:
- one bound submission including any attachments; and
- three unbound, clipped or stapled copies without attachments – photocopies are acceptable.

assessment criteria
The assessment criteria for this award comply with those required for entry to the Australian Training Awards. This allows the winner’s submission to be entered directly into the Australian Awards.

The points listed under each criterion are for guidance only.

1. Outcomes and Achievements
   a. detailed description of the initiative, program or product, its objectives and the circumstances that led to its creation and development
   b. evidence of excellence and/or innovation, eg any new processes or techniques
   c. outcomes and achievements, including any industry-wide or community-wide impact or significance

2. Client focus
   a. offers flexibility to learners in accessing qualification pathways
   b. accessible by equity client groups and successful in meeting their needs
   c. systems and processes for collecting data on client needs, expectations and satisfaction
   d. measurable outcomes and achievements - for individuals, enterprises, industries or communities

3. Leading Practice in Vocational Education and Training
   a. contribution to implementation of national training system including the National Training Framework (AQTF and Training Packages)
   b. leads to operational improvements in an enterprise, industry or community service
   c. leads to new or stronger relationships with other providers, enterprises or industries
   d. recognition and/or acknowledgement from clients or others in the industry or community

4. Future Potential
   a. systems and processes for continuous improvement, including evaluation and review
   b. capacity for further development or broader application
   c. plans in place to ensure long term sustainability

# 2005 NSW Training Awards

## NSW Training Initiative Award Entry Form

Please attach this form to your submission – see Documents and information to be provided on page 2.

### Organisation's Details

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### Agreement

I agree to comply with the conditions of entry stated on this entry form and agree to abide by any decisions made by the NSW Department of Education and Training in relation to this entry and this award.

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### Privacy Notice

The information provided by you on this entry form will be used by the Department of Education and Training for the purposes of administration, judging and general communication in regard to the 2005 NSW Training Awards. Provision of this information is essential to determine your eligibility for consideration of an Award. Information will be stored securely. If you do not provide all or any of this information then you may not be eligible for entry in the 2005 NSW Training Awards. You may access, correct or amend your personal details by contacting 2005 NSW Training Awards, NSW Department of Education and Training by telephone on 1800 306 999 (toll free) or (02) 9266 8184, by fax on (02) 9266 8590 or by writing to address Level 12, 1 Oxford Street (Locked Bag 53) DARLINGHURST NSW 2010.