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.

Separate entry forms provide details of the Employer and Small Business Awards and the NSW Training Initiative Award. Please visit our website www.det.nsw.edu.au/trainingawards for details.
eligibility

LARGE TRAINING PROVIDER OF THE YEAR
To be eligible for this award, an organisation must:
- be a registered training organisation in NSW
- have as its core business the delivery of vocational education and training
- have had 2000 or more students enrolled in the previous year.

SMALL TRAINING PROVIDER OF THE YEAR
To be eligible for this award, an organisation must:
- be a registered training organisation in NSW
- have as its core business the delivery of vocational education and training
- have had fewer than 2000 students enrolled in the previous year.

VET IN SCHOOLS EXCELLENCE AWARD
The VET in Schools Excellence Award will be presented for outstanding achievements in the delivery of recognised vocational education and training to school students. The candidate may be a single organisation or a group or partnership arrangement (schools, other training providers, communities, and/or enterprises).

The nominated program must be based on Training Packages or industry/enterprise competency standards and lead to qualifications or Statements of Attainment under the Australian Qualifications Framework (AQF).

representing nsw at the australian training awards
The winners of these awards 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 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 in the submission, 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.

for 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. Training Organisation 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 these awards comply with those required for entry to the Australian Training Awards. This allows the winners’ submissions to be entered directly into the Australian Awards.

The points listed under each criterion are for guidance only.

ASSESSMENT CRITERIA FOR LARGE AND SMALL TRAINING PROVIDER OF THE YEAR
1. Leading practice in vocational education and training
   a. commitment to implementation of national training arrangements including the National Training Framework (AQTF and Training Packages) and contribution to the achievement of the other Annual National Priorities of the Australian VET system
   b. systems and processes for managing and improving products and services
   c. evidence of continuous improvement, (e.g. through organisational learning and transformation, knowledge management, the use of new technologies, encouragement of a learning culture, support for emerging industries)
   d. creativity and/or innovation in the design and development of processes or techniques (operational or educational)
   e. overall operational and educational effectiveness
2. Strategy and planning processes
   a. details of the external environment in which the organisation operates and its relationship to State/Territory and national policies and priorities
   b. systems and processes for establishing and communicating purpose, vision and goals, values, core business strategies, and creating alignment across the whole organisation

3. Client and market focus
   (individual/enterprise/industry/community)
   a. systems and processes for collecting data on client needs and expectations
   b. knowledge of clients and markets
   c. relationships with enterprises and industries
   d. systems and processes for collecting client feedback and measuring customer satisfaction
   e. results of client satisfaction surveys, employment outcomes, recognition by industry
   f. measures to encourage access, and degree of success in meeting the needs of equity client groups

4. Human resource capability
   a. strategies and processes designed to build the capabilities of people (job design, personnel selection, performance management systems)
   b. constructive management/employee relations, including emphasis on teamwork, participation and communication
   c. work environment that recognises the well-being of staff as critical to business success

5. Contribution to enterprise and community development
   a. systems to identify local/regional issues (e.g. social, economic, industrial, environmental) and strategies for incorporation into planning for service delivery
   b. strategies to develop and maintain relationships with other organisations or groups
   c. effective partnerships with other organisations or groups

ASSESSMENT CRITERIA FOR VET IN SCHOOLS EXCELLENCE AWARD

Nominees should provide as much evidence as possible of:

1. How the program meets the needs of the students
   a. description of the program and specific teaching and learning environments, including any unique and/or innovative aspects
   b. outcomes of the program, including details of qualifications achieved by students and whether they are endorsed by State/Territory Boards of Studies
   c. how on-the-job and off-the-job training are integrated, including any links with school projects
   d. how the program caters for students with special needs (such as indigenous students, students with disabilities, students from a non-English speaking background, students in remote areas)
   e. extent to which career advisory services support the program
   f. strategies to assist students with the transition from school to the workforce or further education
   g. strategies to encourage participation by students and support from parents

2. Effective partnerships between schools and other organisations
   a. any unique and/or innovative aspects of partnerships and relationships with external organisations
   b. formal and informal agreements to facilitate partnerships and provide financial or in-kind contributions to the program
   c. how the needs of partner organisations and/or the community are met by the program
   d. strategies to foster new partnerships and strengthen existing partnerships, including their impact or level of success
   e. actions taken to raise awareness of the program by the general community
   f. recognition or acknowledgment by those involved or by third parties
   g. support from the rest of the school community

3. Consideration of future opportunities
   a. systems for collection of feedback from partner organisations, students and parents
   b. how this feedback and any tracking of students’ post-school outcomes are used, or have been used in the past, to improve the program and plan for the future
   c. details of future plans, including:
      • any innovative or unique aspects;
      • ways in which ongoing sustainability will be addressed
      • ways in which future plans are integrated or reflected in the planning processes of partner organisations and the whole school community

Visit the 2005 NSW Training Awards website at www.det.nsw.edu.au/trainingawards for tips on preparing a submission

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

Please tick one box

☐ Large Training Provider of the Year
☐ Small Training Provider of the Year
☐ VET in Schools Excellence Award

organisation’s details

Name of organisation

Address

Postcode

Contact person

Contact position/title

Telephone no.

Fax no.

Mobile no.

E-mail

Agreement

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

Signature of applicant

Date

Printed Name

Position