This document contains the selection criteria for the Training Initiative applications.

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 reward and honour the achievements of students, training organisations, and employers.

All finalists will be invited to attend the Awards Presentation Dinner to be held at the Sydney Convention and Exhibition Centre, Darling Harbour on 10 September 2009 where the Minister for Education and Training will announce the winners.

**Documents to be provided**

The submission should comprise:

- Organisation Entry Form (fully completed and signed)
- A written submission (not exceeding 20 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.

Please provide:

- One unbound submission including any attachments; and
- Three unbound, copies without attachments.

Photocopies are acceptable

**SELECTION 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.

**Section A**

Provide an overview of the training* initiative, programme or product including its objectives, the circumstances that led to its development, a description of the environment in which it operates and specific challenges which may have had to be overcome to implement the training.

**Section B**

Criteria 1: Provide evidence of how the initiative, programme or product is innovative and demonstrates best practice including details of outcomes for the business/organisation, industry and national training system as a whole.

Criteria 2: Provide evidence of the impact of the initiative, programme or product for clients, including depth and breadth of client group, outcomes for clients and methods for evaluation and improvement.

Criteria 3: Indicate how the initiative, programme or product is sustainable including capacity for further development and replication.

* Nationally recognised training is training that results in a formal qualification or Statement of Attainment issued by a registered training organisation. The training must be based on a national training package or an accredited course. This includes New Apprenticeships and Traineeships.