Small Business Selection Criteria

This document contains the selection criteria for the Small Business 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 organisation and how training* is incorporated into the organisation’s operations. Include details of the organisation’s training objectives, a description of the operating environment in which the training programme(s) are delivered and any specific challenges which have been encountered in the implementation of the training programme.

Section B

Criteria 1: Provide evidence of how training* is integrated into your business through its inclusion in your business plan, operations, and the commitment from the business to training in time and money.

Criteria 2: Describe the extent and quality of training* provided to all employees including details of those who deliver it, delivery methods, and frequency/timing of training.

Criteria 3: Describe how the design and development of your training programme* demonstrates excellence and innovation.

Criteria 4: Provide specific examples of your business’s and/or employees’ achievements that may be attributed to the training* including how these achievements have improved your business’s operations and performance.

* 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.