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, teachers, 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 4 September 2008 where the Minister for Education and Training will announce the winners.

Separate entry forms provide details of the NSW Training initiative, Small Business Award and awards for Training Organisations. Please visit our website www.skilling.nsw.gov.au 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 winners of this award will be nominated to represent NSW in the 2008 Australian Training Awards. All State and Territory nominations are assessed by a panel appointed by the Department of Education, Employment and Workplace Relations (DEEWR) and selected finalists are then further evaluated. Finalists will be invited to the Australian Training Awards Presentation Dinner in Darwin on 20 November 2008 where the winners will be announced.

**CONDITIONS OF ENTRY**

- The closing date for entries is Monday 5 May 2008
- 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 Monday 5 May 2008

2008 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.

**FOR FURTHER INFORMATION OR EXTRA ENTRY FORMS**

Please visit our website at www.skilling.nsw.gov.au or phone 1800 306 999 (toll free)

**PRIVACY NOTICE**

The information provided by you on this entry form will be used by the Department of Education and Training for the purpose of administration, judging and general communication in regard to the 2008 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 2008 NSW Training Awards. You may access, correct or amend your personal details by contacting 2008 NSW Training Awards, NSW Department of Education and Training by telephone on 1800 306 999 or (02) 9244 5507, by fax (02) 9266 8590 or by writing to address Level 12, 1 Oxford Street, Darlinghurst NSW 2010.
REQUIREMENTS FOR ENTERING THE 2008 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 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)

Copies

Please provide:
- One bound submission including any attachments; and
- Three unbound, clipped or stapled 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.

GUIDELINES FOR ADDRESSING THE SELECTION CRITERIA

When developing your application against the Selection Criteria listed above you may wish to include information relating to the following guidelines. Please note these guidelines are not additional selection criteria and are provided to give clarification of what may be relevant to include when writing against the Selection Criteria above.

Client focus
- Flexibility offered to learners in accessing qualification pathways
- Accessibility to and success in meeting the needs of equity client groups
- Processes for collecting information on client needs and satisfaction
- Demonstrated recognition and/or acknowledgement from clients and industry peers

Leading Practice in Vocational Education and Training
- Contribution to the improvement of the national training system
- Operational improvements in an enterprise, industry, community service or other organisation or sector.
- Contribution to building new or stronger relationships with other providers, organisations or industries.

*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.
NSW Training Initiative 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 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 submission and these awards.

**Signature of applicant**

Signature of applicant

Date

Printed name

Position