2008 NSW TRAINING AWARDS

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 VET in Schools Excellence Award, Employer and Small Business Awards and the NSW Training Initiative Award. Please visit our website www.skilling.nsw.gov.au for details.

ELIGIBILITY

Large Training Provider of the Year
To be eligible for this award, an organisation must:
- be a NSW based company that is registered in NSW
- have as its core business the delivery of vocational education and training
- have had more than 1500 students enrolled in the previous year

Small Training Provider of the Year
To be eligible for this award, an organisation must:
- be a NSW based company that is registered in NSW
- have as its core business the delivery of vocational education and training
- have had fewer than 1500 students enrolled in the previous year

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 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 in the submission, organisations will be assessed against the criteria set out in this form by a panel of judges (See ‘Requirements for Entering the 2008 NSW Training Awards’). 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. **Training Organisation 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)

**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

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* programme(s) delivered by your organisation, including objectives, a description of the environment in which the programmes are delivered and any specific challenges which have been encountered in the implementation of the training programme.

**Section B**

**Criteria 1:** Provide evidence of excellence, innovation and leading practice in your vocational education and training programmes and how the programmes contribute to national priorities of the training system.

**Criteria 2:** Provide evidence of how you strategically plan for the training delivered including client focus, systems for evaluation and improvement, relationships with enterprises and industries and strategies for delivering equity among under-represented client groups.

**Criteria 3:** Demonstrate how you identify and integrate local and regional issues into your training including effective partnerships and relationships with other professional and/or community organisations or groups.

**Criteria 4:** Provide evidence as to the effectiveness of these partnerships and relationships, including outcomes for students, your organisation and the partner organisation/s as well as the broader sector or industry.

Criteria 5: Detail how you build staff capabilities including staff training and development, performance management systems and evaluation.

**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.

**Leading practice in vocational education and training**

- Commitment to excellence in implementation of national training arrangements including the National Training Framework (Australian Quality Training Framework and Training Packages) and contribution to the achievement of the other Annual National Priorities of the Australian VET system.
- Evidence of creativity, excellence and/or innovation in the design and development of processes or techniques (operational or educational) and overall operational and educational effectiveness.
- Evidence of systems and processes for managing, evaluating and enhancing products and services.
- Evidence of continuous improvement within the organisation, (e.g. through organisational learning and transformation, knowledge management, the use of new technologies, encouragement of a learning culture, support for emerging industries).

**Strategy and planning processes**

- Details of the external environment in which the organisation operates and its relationship to state/territory and national policies and priorities.
- Systems and processes for planning and communicating purpose, vision and goals, values, core business strategies, and creating alignment across the whole organisation.

*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.
Client and market focus
(individual/enterprise/industry/community)

- Knowledge of clients and markets; and the response to these including systems and processes for collecting and analysing data on client needs and expectations.
- Methods of creating positive relationships with enterprises, industries and community groups including industry consultation, partnerships, feedback, and/or outcomes.
- Measures of success including client outcomes, client satisfaction surveys, employment outcomes, recognition by industry.
- Measures to encourage access, and the degree of success in meeting the needs of equity client groups.

Human resource capability

- Strategies and processes designed to build the capabilities of the organisation’s people (job design, personnel selection, staff training and development, performance management systems; two-way feedback systems).
- Constructive management/employee relations, including emphasis on teamwork, participation and communication.
- Work environment that recognises the well-being of staff as critical to business success, human resources planning etc.
Large Training Provider of the Year
Small Training Provider of the Year

Award category

Please tick (✓) one box

☐ Large Training Provider of the Year
☐ Small Training Provider of the Year

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

Date

Printed name

Position