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 Large Training and Small Training Provider Awards, Employer and Small Business Awards and the NSW Training Initiative Award. Please visit our website www.skilling.nsw.gov.au for details.

**ELIGIBILITY**

**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 secondary 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 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 and information to be provided

The submission should comprise:
1. VET in Schools Excellence 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 this award comply with those required for entry to the Australian Training Awards. This allows the winners’ submission to be entered directly into the Australian Awards.

Section A
Provide an overview of the training programme(s) including its objectives, a description of the environment in which it operates and any specific challenges which were encountered in the implementation of the training programme.

Section B
Criteria 1: Provide evidence of how the programme meets the needs of the student cohort including indicators of excellence and innovation, achievements to date, and tracking of student’s post-school outcomes.

Criteria 2: Demonstrate how the school and any hosting or coordinating organisations have strategically planned to meet the needs of secondary school students including evidence of the provision of career development, employability skills and transition services to the students.

Criteria 3: Demonstrate the extent to which industry and the wider community are involved in and support the programme, including details of outcomes for these groups.

Criteria 4: Explain the strategies used for the sustainability of the programme including systems for evaluation and improvement, tracking of students and plans for future expansion and/or 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.

How the programme meets the needs of the students
- Description of the programme(s) and specific teaching and learning environments, including any unique and/or innovative aspects.
- Outcomes of the programme, including details of qualifications achieved by students and whether they are endorsed by State/Territory Boards of Studies.
- Integration of on-the-job and off-the-job training, including any links with school assessment tasks.
- Description of how the programme caters for all students including those with special needs (such as indigenous students, students with disabilities, students from a non-English speaking background, students in remote areas, gifted and talented students).
- Strategies to encourage participation by all students and support from parents and the wider school community.

Effective partnerships between schools and other organisations
- Any unique and/or innovative aspects of partnerships and relationships with external organisations.
- Formal and informal agreements to facilitate partnerships and provide financial or in-kind contributions to the programme including industry engagement.
- Evidence of how the needs of partner organisations and/or the community are met by the programme.
- Strategies to foster new partnerships and strengthen existing partnerships, including their impact or level of success.
- Actions taken to raise awareness of the programme in the general community and to build relationships with the general community.
- Recognition or acknowledgment by those involved or by third parties.
- If relevant, evidence of support from the rest of the school community.
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 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