The NSW Small Training Provider of the Year Award recognises a registered training organisation that offers a specific range of training products and services and demonstrates excellence and high level performance in all aspects of vocational education and training.

**Eligibility Criteria**

To nominate, an organisation must:

- be a registered training organisation for which the delivery of vocational education and training is the core business; and
- be delivering less than 50 or more qualifications (which are listed on its scope of registration).

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**Preparing your application**

**Section A: Overview**

This information **will not** be considered or used for short listing or judging purposes, but it may be used as a summary of your organisation throughout the Awards process.

**Organisation Details**

- Number of currently enrolled students
- Number of narrow ASCED fields of education that you offer*
- Number of qualifications listed on your scope of registration currently being delivered
- Number of units of competency listed on your scope of registration currently being delivered
- Number of skill sets listed on your scope of registration currently being delivered
- Number of accredited courses listed on your scope of registration currently being delivered
- Completion rate for qualifications (in the year previous to this award) %
- Completion rate for units of competency (in the year previous to this award) %
- Completion rate for skill sets (in the year previous to this award) %
- Completion rate for accredited courses (in the year previous to this award) %
- Number of full-time equivalent staff
- Number of casual staff
- Number of contracting staff

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**For more information or assistance with your application**

- NSW.TrainingAwards@det.nsw.edu.au
- www.trainingawards.nsw.gov.au
- 1800 306 999
• Length of time in operation (years)
• Percentage of annual turnover attributed to Australian Government funding %
• Percentage of annual turnover attributed to state/territory government funding %
• Percentage of annual turnover attributed to fee-for-service funding %

*Qualifications and accredited courses are each assigned a 4-digit Australian Standard Classification of Education (ASCED) ‘narrow’ field of education code. There are 71 narrow fields of education, and they identify the subject matter relating to a program of study.

Organisation Summary
Provide a brief description of your organisation, including the reasons why you are applying for this award. (500 word limit)

Section B: Entry Criteria
This information will be considered and used for short listing and judging purposes. Please be aware that your responses to the criteria will be strengthened by the inclusion of measurable and verifiable indicators (including student outcome data, client satisfaction data and external validation data).

The considerations listed under each criterion are provided to clarify what to include when writing against the criteria.

Criterion 1: Leading practice in vocational education and training (800 word limit)
How you provide exceptional vocational education and training? For example, you may consider:
• How you demonstrate excellence and high level performance in national training arrangements
• How you demonstrate creativity and innovation in the design and development of your processes and techniques (operational or educational)
• How you provide creative and innovative solutions to emerging training needs
• The systems you have in place to manage, evaluate and enhance your VET products and services
• How you undertake continuous improvement and apply quality controls within your organisation.

Criterion 2: Strategic planning processes (800 word limit)
How you plan and coordinate vocational education and training? For example, you may consider:
• Details of the external environment in which your organisation operates and its relationship to state/territory and national policies and priorities
• The systems you have in place for planning and communicating purpose, vision, goals, values and core business strategies (and for creating alignment across your whole organisation)
• The role of your leadership team in strategic planning
• How your planning processes embrace innovation and change, including your capacity to plan for (and adapt to) future changes in vocational education and training
• How you engage with ongoing VET policy reforms, including your capacity to implement change as a consequence of reform initiatives
• How you ensure the sustainability of your operations, including your understanding of risk and risk management.

Criterion 3: Student, employer and market focus (800 word limit)
How you monitor client and market needs? For example, you may consider:
• Your knowledge of—and how you respond to—students, employers and markets, including the systems you have in place for collecting and analysing data on client needs and expectations
• How you identify and attract new clients and new markets, and how you address these without impacting the sustainability of your operations
• How you collect and analyse data on student outcomes and completions
• How you measure success (e.g. outcome and completion data, satisfaction surveys, independent validations and evaluations, industry recognition, business outcomes from training activity)
• How you encourage access to your VET products and services, and the success you have achieved in meeting the needs of equity groups.
Criterion 4: Human resource capability (800 word limit)

How you build the capacity of your workforce? For example, you may consider:

- The strategies you have in place to build staff capability (e.g. job design, personnel selection, staff training and development, performance management systems, two way feedback systems)
- Your capacity and flexibility to meet changing training needs and new training markets, including your response times for upskilling staff
- How you ensure constructive management/employee relations, including the emphasis you place on teamwork, participation and communication
- How your organisation recognises the well-being of staff as critical to business success.

Criterion 5: Partnerships and links (800 word limit)

How you establish genuine partnerships to support vocational education and training? For example, you may consider:

- The strategies you have in place to identify local/regional issues (e.g. social, economic, industrial or environmental issues) and how you incorporate these into your service delivery
- How you establish and monitor positive relationships with individuals, enterprises, industries and community groups
- How you build new, innovative and effective partnerships in the local or wider community
- How you ensure your partnerships are reciprocal (i.e. where each partner brings resources to the partnership and shares in outputs from the partnership).

Supporting Attachments

The award criteria should be the focus of your nomination; however any relevant evidence may be provided to support your nomination. Any supporting attachment is to be referenced in your application.

Consider including:

- **Logo**
  Organisation logo in high resolution (EPS, TIFF, JPEG or PNG at 300 dpi)
- **CEO/MD Endorsement**
  An endorsement letter the Chief Executive Officer or Managing Director of the organisation supporting the nomination
- **Photographs**
  Organisation photographs in high resolution (JPEG, TIFF or PNG format at 300 dpi) to showcase the organisation or initiative. See ‘Photography Brief’.

Applications close 13 March 2020

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