



Small Training Provider of the Year Award Criteria

The Small Training Provider of the Year Award will be presented to Registered Training Organisations that demonstrate outstanding achievements in all aspects of the delivery of vocational education and training.

Eligibility

To nominate, an organisation must be:

- a Registered Training Organisation for which delivery of vocational education and training is the core business
- AND**
- have won the equivalent Australian state or territory training award in 2012.

Nominees for the Small Training Provider of the Year will have fewer than 1500 enrolled students.

A registered training organisation can only apply in the state/territory where the training is being delivered

*The 2012 state/territory winners of this category can nominate for the Australian Training Awards. The **original application** from winners of this category addressing the award criteria below and submitted through the state/territory training awards process will be used.*

*Applications to the state/territory training awards process are to be in 12 pt font and a **maximum of 20 A4 pages** (including attachments).*

Preparing your application

Section A: Overview

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

Section B: Applicants will be judged against the following criteria:

Criterion 1: Leading practice in vocational education and training

Criterion 2: Strategic planning processes

Criterion 3: Client and market focus

Criterion 4: Human resource capability

Criterion 5: Partnerships and links

* denotes nationally recognised training, ie training which is based on a National Training Package or Accredited Course and results in a formal qualification or Statement of Attainment by a Registered Training Organisation. This includes Australian Apprenticeships.

Addressing the criteria

When developing your application against the award criteria, you may wish to take into account some of the considerations outlined below. ***These considerations are not additional criteria, but are provided to give clarification of what may be relevant to include when writing against the award criteria.***

Criterion 1: Leading practice in vocational education and training

Consider:

- how you show commitment to excellence in implementation of national training arrangements
- how you demonstrate creativity, excellence and/or innovation in the design and development of processes or techniques (operational or educational), use of Information Communication Technologies, eg e-learning, and overall operational and educational effectiveness
- the systems and processes you have in place for managing, evaluating and enhancing products and services
- how you undertake 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.

Criterion 2: Strategic planning processes

Consider:

- 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.

Criterion 3: Client and market focus

Consider:

- your organisation's 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 your organisation uses to create positive relationships with individuals, enterprises, industries and community groups including industry consultation, partnerships, feedback, and/or outcomes
- measures of success your organisation has in place, including client outcomes, client satisfaction surveys, employment outcomes, recognition by industry
- what your organisation does to encourage access, and the degree of success in meeting the needs of equity client groups.

Criterion 4: Human resource capability

Consider:

- strategies and processes your organisation uses to build the capabilities of the organisation's people, such as job design, personnel selection, staff training and development, performance management systems; two way feedback systems
- how you ensure constructive management/employee relations, including emphasis on teamwork, participation and communication
- how your work environment demonstrates that it recognises the well-being of staff as critical to business success.

Criterion 5: Partnerships and links

Consider:

- strategies your organisation has to identify local/regional issues, such as social, economic, industrial or environmental issues and incorporate these into service delivery
- how you build effective partnerships with other organisations or groups in the local or wider community.