

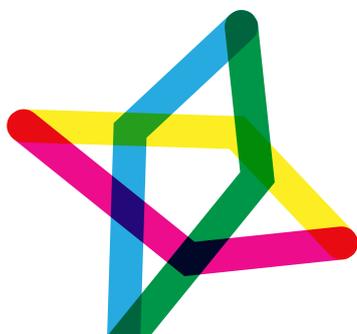


# SA Training Awards 2022



## Call for Applications

[www.trainingawards.sa.gov.au](http://www.trainingawards.sa.gov.au)



Government  
of South Australia

South  
Australian  
Skills

COMMISSION



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**The 2022 Australian Training Awards**

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# The SA Training Awards are a chance for the community to learn more about the great work being undertaken by our training organisations, the fabulously talented and committed students that undertake Vocational Education and Training (VET), and the employers who are committed to their workforce learning and growing.

As we enter the 26th year of the South Australian Training Awards, a further spotlight will be put on the South Australian training sector when we host the Australian Training Awards later in 2022. This will be our chance to shine on the national stage – a chance that only comes around once every 9 years.

In 2022, we will once again celebrate and acknowledge the achievements of our best and brightest students, trainers, training providers, schools, and employers, and deliver a range of activities and initiatives designed to highlight the increasing opportunities available to trainees and apprentices in South Australia.

The year-long program - presented by the South Australian Skills Commission - will showcase VET as a pathway of choice for the state's current and future workforce.

This year, there are 12 awards categories - six for individuals and six for organisations. In addition, the Voters' Choice Award which is presented to the public's favourite individual finalist.

Celebrate the success of you and your organisation by applying today.

## Key dates for 2022

<b>7 March</b>	Applications open
<b>March/April</b>	Information sessions (dates to be confirmed)
<b>9 May</b>	Applications close
<b>May/July</b>	Judging
<b>25 August</b>	2022 South Australian Training Awards recognition event
<b>18 November</b>	Australian Training Awards presentation event (Adelaide)



# Award Categories

## Individual

Aboriginal and Torres Strait Islander Student of the Year

Apprentice of the Year

School-based Apprentice or Trainee of the Year

Trainee of the Year

Vocational Student of the Year

VET Teacher/Trainer of the Year

## Organisation

Industry Collaboration

Small Employer of the Year

Large Employer of the Year

Small Training Provider of the Year

Large Training Provider of the Year

VET Innovation for Schools (State-based Award)

For further information about the 2022 South Australian Training Awards please visit [www.trainingawards.sa.gov.au](http://www.trainingawards.sa.gov.au)



# Information sessions

Information sessions will be held to provide practical advice about how to prepare an application that maximises your chance of success for the 2022 SA Training Awards. Award experts will be on hand to offer advice to attendees.

Details about the information sessions will be available on the website soon. Please register your interest [here](#) by completing the form.

**[trainingawards.sa.gov.au](https://trainingawards.sa.gov.au)**



# How to enter the 2022 South Australian Training Awards

## Key steps

- 1 Review the eligibility criteria
- 2 Ensure you are applying in the correct category
- 3 Read and agree to the conditions of entry
- 4 Register at [satraining.awardsplatform.com](https://satraining.awardsplatform.com) to create an account
- 5 Gather relevant details and start building your application
- 6 Address the selection criteria:  

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Prepare your application addressing Section A, Section B, and all criteria; and

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Submit an overview and respond to each element of the criteria - within the word limit. You have the option to include attachments.
- 7 Complete and submit your application via [satraining.awardsplatform.com](https://satraining.awardsplatform.com) by 5pm on Monday 9 May

## Completing and submitting your application

All applications must be completed and submitted online via [satraining.awardsplatform.com](https://satraining.awardsplatform.com). To start the process, you must first register on the site's home page to create a personalised account.

Once your account has been created, you will receive a confirmation email with a link allowing you to commence your application. If you do not receive a confirmation email within 24 hours, first check your spam/junk email folder, then contact:

### Grace Fitzpatrick

Executive Officer  
South Australian Training Awards  
via [SATA@sa.gov.au](mailto:SATA@sa.gov.au)  
or [grace.fitzpatrick@sa.gov.au](mailto:grace.fitzpatrick@sa.gov.au).

Once your account has been created you can begin preparing your application. Remember to save any draft content you prepare - that way, you can go back to review and edit it at any time during the application period. It is important you complete all sections before submitting your application. Once submitted, you cannot make any further changes. You will receive a confirmation email upon receipt of your application.





## Attachments

Attachments can be included with applications for both individual and organisation award categories, provided they are referenced in the application. Please ensure copies of your training and education certificates, certificates of completion, certificates and awards that support your application, and/or letters of reference are also included. Some categories have additional attachment requirements this year. For more details please refer to the specific category guide.

No multimedia items or discs will be accepted, and any material exceeding the maximum number of attachments will not be provided to the judges. The total number of attachments permitted for the majority of categories is outlined adjacent:

### **Individual**

Up to five (5) single A4 page attachments.

Each attachment to be provided at a 100 per cent ratio, with one document per page.

Attachments should be referenced in the application.

### **Organisation**

Up to ten (10) single A4 page attachments.

Each attachment to be provided at a 100 per cent ratio, with one document per page.

Attachments should be referenced in the application.

# Tips for preparing your application

The key to success is making your application memorable. Don't be afraid to talk about yourself and what makes you unique.

Local and national judges are experienced at identifying individuals and organisations that stand out from the crowd - but they don't know you, so a quality application that is clear and concise and addresses all selection criteria is essential.

It's worth noting that the application you submit for the 2022 South Australian Training Awards will be the same one that is used for judging for the 2022 Australian Training Awards, should you progress to become a finalist in the national awards program.

## Start today

Don't wait until the last minute to begin your application. Give yourself enough time to research, write and reflect.

Applications close at **5pm on Monday 9 May**, so determine how much time you need to allocate to each criterion to complete your application in time.

## Understand the rules

Carefully review the eligibility requirements for your category, as well as the conditions of entry. Ensure you meet them before applying.

## Tell your story

All questions in the application form have been crafted to encourage you to tell the story of your training success. What have you done? How have you achieved it? Use practical examples and provide evidence of your achievements.

After you have read the conditions of entry and selection criteria, consider some of the points you might want to raise and draft a dot point outline of what you want to cover under each criterion. Once you have done that, go through each criterion one by one and expand on the dot points.

## Ask for help

Before you fill in the gaps in your dot point outline or finalise your application, show a draft to your employer, Registered Training Organisation (RTO), a family member or a friend - and ask for honest feedback.

## Pay attention to the word and attachment limits

Check the category guidelines to find out how many words you are permitted to use for each criterion and the number of supporting documents you are permitted to attach.

## Mind your language

Avoid using slang, jargon or too many acronyms. Use plain English and keep your language simple, clear, and concise.

And remember - always write in the first person!





### **Avoid repetition**

Check your application to make sure you have answered all the questions. Don't repeat the same information in more than one of your responses - don't cut and paste the exact wording you have used elsewhere.

Don't refer to previous criteria (e.g., don't say 'as mentioned in Criterion 2' when answering Criterion 3).

### **Select strong supporting documents**

A letter, certificate, qualification, written reference from your employer and/or lecturer, testimonial, photograph etc can add real value to your application and support you to evidence your success. Attach documents that provide evidence and support the statements you have made and reference the attachments in your application.

### **Final check**

Ask someone to proof-read your application - in particular, to check for spelling and grammatical errors. Once that has been completed, make sure you personally review the final draft before submitting it.

### **Australian Training Awards**

Important: The application you submit for the 2022 South Australian Training Awards will be the same one that is used for judging for the 2022 Australian Training Awards, should you progress to become a finalist in the national awards program.

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*You won't be able to make any changes or amendments to your original application, so when you prepare it, remember it will compete with applications from other states and territories.*

## Checklist

Before you submit your application check:

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you are eligible for the category

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you have provided all required certification

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you have addressed all selection criteria related to the category you are applying for

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you have included all information needed to submit your application, including your attachments

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you have referenced all attachments in your application

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**you have read, understood and endorsed the contents of your application**

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you have agreed to the conditions of entry.

# Conditions of entry

By entering the 2022 South Australian Training Awards, you agree to the conditions of entry. You must meet the eligibility requirements of the applicable category.

The closing date for applications is **5pm on Monday 9 May**.  
No extensions will be provided.

## Applications are:

open from 7 March until 9 May

open to individuals, public or private sector organisations, groups or businesses involved in VET.

## All applicants should:

be an Australian citizen or a permanent resident of Australia, reside in South Australia, and meet all eligibility criteria

if an organisation, be registered in Australia, with an Australian Business Number

if an RTO, declare it has no current compliance issues with the regulator (Australian Skills Quality Authority) or the Department for Innovation and Skills, and no adverse issues with any government contract

if an employer, declare their organisation has no adverse issues with any government contract or with their industry sector regulator

agree to being nominated, if not self-nominating

advise the South Australian Training Awards if they are under 18 years of age at the time of nomination

comply with workplace health, privacy, safety, and industrial relations legislation

note that shortlisted candidates may be visited at the location of their training as part of the judging process

be prepared and able to meet with the judging panel if selected as a shortlisted finalist

note that a photographer may visit them at the location of their training to take photographs for use at the South Australian Training Awards recognition event and for the Australian Training Awards promotional purposes and to promote VET

not apply for any other state or territory in the application year

be eligible for entry according to specific award category criteria - non-compliance with entry criteria will be sufficient grounds for the Commission to reject the application

be prepared to attend all interviews in person and/or virtually, as required, and undergo all preparations that the Commission or its nominee shall deem necessary for the awards

be able to attend individual award interviews in June

be able to undertake virtual organisation award interviews and site visits in June/July

be accompanied by a responsible parent or guardian at the South Australian Training Awards recognition event on 25 August if under the age of 18 years

if selected as a finalist, attend the South Australian Training Awards recognition event on 25 August

if selected as a state winner, attend the professional development workshop on 10 October, prior to the Australian Training Awards

enter on the understanding that the Commission or its nominee reserves the right to alter, vary and/or modify any prize or condition of entry and reserves the right to make any new conditions

abide by the decisions of the Commission or its nominee, whose decision shall be final on all matters pertaining to the award - no correspondence or justification for any decision shall be required of the Commission

agree they have read, understood and endorsed the contents of their application.

**All applications will:**

meet the specific eligibility requirements of the category to which they relate

address the selection criteria

be factually correct

refer to a service, program or training that meets the Australian Qualifications Framework standards

refer to a current VET activity

be written using plain English

not exceed the word or attachment limit

not be written in the third person.

**All applicants understand and agree that:**

they have read and endorsed the contents of their application

when an application does not meet the eligibility requirements of the award category, it will not be considered by the judging panel

only one application for any joint program will be accepted

decisions of the judging panel are final

late applications will not be accepted

failure of an applicant to follow any lawful direction of the Commission, or its nominee, shall mean instant disqualification and instant forfeiture of any award, whether or not any award benefit has commenced, has not commenced, or has commenced but has not been completed

no applicant shall have any right to seek compensation or otherwise claim for compensation and the application form is submitted on the express understanding that the candidate waives any right to claim for compensation

if any award winner receives a prize and is subsequently discovered to be ineligible for the award, the Commission reserves the right to recover the prize from the applicant

all individual award winners will automatically be entered in the Australian Training Awards (where appropriate award categories apply)

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award winners must be able to represent South Australia at the Australian Training Awards in Adelaide, with travel and accommodation costs covered for national finalists - national finalists (individual) will be required to take leave from work or study commitments for an entire week in November, including for the Australian Training Awards presentation event.

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award winners must be committed to promoting and being involved with ongoing promotion of the awards into the following year, for example participating on judging panels and undertaking speaking opportunities

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### ***Privacy note***

*Only authorised directorate and Australian Training Awards officers and appointed panel members have access to applicants' information. The directorate may give information to other relevant bodies, sponsors and media. Personal information will not be disclosed to any other party without the applicant's consent, unless authorised or required by law. All panel members sign confidentiality and conflict of interest statements.*

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the Commission, the Department for Innovation and Skills, Australian Training Awards and the Department of Employment, Skills, Small and Family Business reserve the right to use all or part of any material generated (photographs, film footage, applications etc) for the purpose of the publication online, in print or through other broadcast media, for use in publicity, promotional materials or campaigns

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the Department for Innovation and Skills or any of its employees are eligible to apply for any award with the exclusion of staff directly involved in marketing and communications, or staff involved with the judging process.



# Selection process

Judging of the South Australian Training Awards is conducted by panels chaired by a member of the Commission, together with individuals who have extensive experience in training and industry sectors.

## Individual

### Stage 1

Each written application will be assessed against the selection criteria to determine the shortlisted applicants.

All applicants will be advised about whether they have been shortlisted.

### Stage 2

Each of the shortlisted applicants will need to attend an interview (in person and/or virtually) with the judging panel. Interviews will be conducted in June.

The judging panel may select up to four finalists, including one winner, for each award category.

The decision of the judging panel is final. No written correspondence will be entered into.

## Organisation

### Stage 1

Each written application will be assessed against the selection criteria to determine the shortlisted applicants.

All applicants will be advised about whether they have been shortlisted.

### Stage 2

Arrangements will be made with shortlisted applicant for either a face-to-face or virtual interviews/site-visits by members of the judging panel in June/July.

The judging panel will validate the written application by gathering further information to assist in selecting one award winner.

The judging panel may select up to four finalists, including one winner, for each award category.

The decision of the judging panel is final. No written correspondence will be entered into.

# 2022 South Australian Training Awards recognition event

In 2022, the South Australian Training Awards will celebrate its 26th year with a recognition event to be held on **25 August**.

Each finalist will be invited to the recognition event, and it is a requirement that all finalists attend.

Individual winners will automatically progress to represent South Australia at the 2022 Australian Training Awards, while organisations that win categories at the South Australian Training Awards will proceed to a further selection process for the national program.



Individual

# Aboriginal and Torres Strait Islander Student of the Year

The Aboriginal and Torres Strait Islander Student of the Year award recognises the achievement of an Aboriginal or Torres Strait Islander student who is undertaking an apprenticeship, traineeship or a course of study leading to a national qualification, and who has been outstanding in aspects of their training and demonstrates the relevance of lifelong learning for themselves and their community.

## Eligibility criteria

### You must:

identify as being of Aboriginal or Torres Strait Islander descent

be an Australian citizen or a permanent resident of Australia

have completed or be due to complete their training in a training course that leads to a nationally recognised outcome or qualification, and

meet the criteria of the School-based Apprentice or Trainee of the Year award, the Vocational Student of the Year award, the Apprentice of the Year award or the Trainee of the Year award.

2022 state winners of this category are automatically nominated for the Australian Training Awards.

## Preparing your application

### Section A: Overview

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

Provide a short overview covering a description of the qualification you are enrolled in, your registered training organisation and employer and host employer (if applicable) as well as your reason for choosing the industry and training path.

*(limit: 300 words)*

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

Criterion 1: Career and study achievements

Criterion 2: Team and communication skills

Criterion 3: Ability to be an ambassador (representative) for training in Australia

Criterion 4: Community engagement

## Addressing the criteria

In your application, you must present information in a way that clearly addresses the award criteria. The judging panel will look for evidence of how your training has contributed to your career and study plans, the development of your skills and your achievements to date, as well as any way in which your training may have helped you to engage with the community.

The dot points listed under each criterion give you an idea of what to include in your application.

### Criterion 1: Career and study achievements

Consider things such as:

why did you choose your course?

how has it changed or impacted on you?

what have you gained from it?

have you had to address any challenges that have impacted on your training?

*(limit: 400 words)*

### Criterion 2: Team and communication skills

Consider any skills you have developed through your training, such as:

what you have been able to tell others, students, friends etc about your training?

what you like about working in a team setting?

what traits you think are important to positively influence others?

*(limit: 400 words)*

### Criterion 3: Ability to be an ambassador (representative) for training in Australia

Tell us about:

and provide examples of where you have taken a leadership role inside or outside of work

what other activities you have been involved in where you have been a representative?

how you would describe the quality of your training?

*(limit: 400 words)*

### Criterion 4: Community engagement

You may wish to include information about:

how you are connected with your community/extended family?

how the training has impacted on your community?

what qualities you have or activities you have been involved in that you feel would be useful in your role as Aboriginal and Torres Strait Islander Student of the Year?

what your achievements in areas other than study and work?

*(limit: 400 words)*

### Attachments

Up to five (5) single sided A4 page attachments are permitted, with each attachment to be provided at a 100 per cent ratio, one document per page. Attachments **must be** referenced in your application. No multimedia items or discs will be accepted, and **any material exceeding the maximum number of attachments (5) will not be considered.**

Individual

# Apprentice of the Year

The Apprentice of the Year award is presented to an individual who is undertaking an apprenticeship and has been outstanding in all aspects of their training.

## Eligibility criteria

### You must:

have completed or be due to complete your training (i.e., contract end date) in the period from 1 September 2021 - 31 August 2022 in a training course that leads to a nationally recognised outcome or qualification relevant to the Apprentice of the Year Award

have a contract of training registered with your relevant state training authority

nominate in the state or territory where your contract of training is lodged

be an Australian citizen or be a permanent resident of Australia.

2022 state winners of this category are automatically nominated for the Australian Training Awards.

## Preparing your application

### Section A: Overview

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

Provide a short overview covering a description of the qualification you are enrolled in, your registered training organisation, and employer and host employer (if applicable) as well as your reason for choosing the industry and training path.

*(limit: 300 words)*

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

Criterion 1: Career and study achievements

Criterion 2: Team and communication skills

Criterion 3: Ability to be an ambassador (representative) for training in Australia

Criterion 4: Other qualities and pursuits

## Addressing the criteria

In your application, you must present information in a way that clearly addresses each award criterion. The judging panel will look for evidence of how your training has contributed to your career and study plans, the development of your skills and your achievements to date, as well as any way in which your training may have helped you to achieve in other areas and/or pursuits, or to develop new qualities.

The dot points listed under each criterion give you an idea of what to include in your application.

### Criterion 1: Career and study achievements

Consider things such as:

why did you choose your course?

how has it changed or impacted on you?

what have you gained from it?

what have you been able to bring to your workplace?

*(limit: 400 words)*

### Criterion 2: Team and communication skills

Consider any skills you have developed through your training, such as:

what you have been able to tell others, work mates, friends, employers etc about your training?

what you like about working in a team setting?

what traits you think are important to positively influence others?

*(limit: 400 words)*

### Criterion 3: Ability to be an ambassador (representative) for training in Australia

Tell us about:

and provide examples of where you have taken a leadership role inside or outside of work

what other activities you have been involved in where you have been a representative?

how you would describe the quality of your training?

*(limit: 400 words)*

### Criterion 4: Other qualities and pursuits

You may wish to include information about:

have you have had to address any challenges that have impacted your training?

when you have been required to use initiative - either in your training, your personal life, or your workplace

what other qualities you have or activities you have undertaken that you feel would be useful in your role as Apprentice of the Year?

what other community or industry involvement you have had?

*(limit: 400 words)*

### Attachments

Up to five (5) single sided A4 page attachments are permitted, with each attachment to be provided at a 100 per cent ratio, one document per page. Attachments **must be** referenced in your application. No multimedia items or discs will be accepted, and **any material exceeding the maximum number of attachments (5) will not be considered.**

Individual

# School-based Apprentice or Trainee of the Year

The School-based Apprentice or Trainee of the Year award is presented to a student who is undertaking a Certificate II or above qualification as a part time school-based apprentice or trainee. The award recognises the student's commitment to their formal studies at school, and in the workplace.

## Eligibility criteria

### You must:

be undertaking/completing a Certificate II or above qualification through an Australian school-based apprenticeship or traineeship

be an Australian citizen or be a permanent resident of Australia

be enrolled in school at the time of nomination

have a contract of training registered with your relevant state training authority

nominate in the state or territory where your contract of training is lodged.

2022 state winners of this category are automatically nominated for the Australian Training Awards.

## Preparing your application

### Section A: Overview

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

Provide a short overview covering a description of the qualification you are enrolled in, your registered training organisation and employer (if applicable) as well as your reason for choosing the industry and training path.

*(limit: 300 words)*

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

Criterion 1: Career and study achievements

Criterion 2: Team and communication skills

Criterion 3: Ability to be an ambassador (representative) for training in Australia

Criterion 4: Other qualities and pursuits

## Addressing the criteria

In your application, you must present information in a way that clearly addresses the award criteria. The judging panel will look for evidence of how your training has contributed to your career and study plans, the development of your skills and your achievements to date, as well as any way in which your training may have helped you to achieve in other areas and/or pursuits, or to develop new qualities.

The dot points listed under each criterion give you an idea of what to include in your application.

### Criterion 1: Career and study achievements

Consider things such as:

why did you choose your course?

how has it changed or impacted on you?

what have you gained from it?

how has your job assisted your skills development?

*(limit: 400 words)*

### Criterion 2: Team and communication skills

Consider any skills you have developed through your training, such as:

what you have been able to tell others, students, friends etc about your training?

what you like about working in a team setting?

what traits you think are important to positively influence others?

*(limit: 400 words)*

### Criterion 3: Ability to be an ambassador (representative) for training in Australia

Tell us about:

and provide examples of where you have taken a leadership role inside or outside of school?

what other activities you have been involved in where you have been a representative?

how you would describe the quality of your training?

*(limit: 400 words)*

### Criterion 4: Other qualities and pursuits

You may wish to include information about:

how you had to address any challenges that have impacted your training?

when you have been required to use initiative - either in your training, your personal life, or your school/workplace?

what other qualities or activities do you feel would be useful in your role as School-based Apprentice or Trainee of the Year?

what other community or work experience you have had?

*(limit: 400 words)*

### Attachments

Up to five (5) single sided A4 page attachments are permitted, with each attachment to be provided at a 100 per cent ratio, one document per page. Attachments **must be** referenced in your application. No multimedia items or discs will be accepted, and **any material exceeding the maximum number of attachments (5) will not be considered.**

Individual

# Trainee of the Year

The Trainee of the Year award is presented to an individual who is undertaking a traineeship and has been outstanding in all aspects of their training.

## Eligibility criteria

### You must:

have completed or be due to complete your training (i.e., contract end date) in the period from 1 September 2021 - 31 August 2022 in a training course that leads to a nationally recognised outcome or qualification relevant to the Trainee of the Year Award

have a contract of training registered with your relevant state training authority

nominate in the state or territory where your contract of training is lodged

be an Australian citizen or be a permanent resident of Australia.

2022 state winners of this category are automatically nominated for the Australian Training Awards.

## Preparing your application

### Section A: Overview

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

Provide a short overview covering a description of the qualification you are enrolled in, your registered training organisation, and employer and host employer (if applicable) as well as your reason for choosing the industry and training path.

*(limit: 300 words)*

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

Criterion 1: Career and study achievements

Criterion 2: Team and communication skills

Criterion 3: Ability to be an ambassador (representative) for training in Australia

Criterion 4: Other qualities and pursuits

## Addressing the criteria

In your application, you must present information in a way that clearly addresses each award criterion. The judging panel will look for evidence of how your training has contributed to your career and study plans, the development of your skills and your achievements to date, as well as any way in which your training may have helped you to achieve in other areas and/or pursuits, or to develop new qualities.

The dot points listed under each criterion give you an idea of what to include in your application.

### Criterion 1: Career and study achievements

Consider things such as:

why did you choose your course?

how has it changed or impacted on you?

what have you gained from it?

what have you been able to bring to your workplace?

*(limit: 400 words)*

### Criterion 2: Team and communication skills

Consider any skills you have developed through your training, such as:

what you have been able to tell others, workmates, friends, employers etc about your training?

what you like about working in a team setting?

what traits you think are important to positively influence others?

*(limit: 400 words)*

### Criterion 3: Ability to be an ambassador (representative) for training in Australia

Tell us about:

and provide examples of where you have taken a leadership role inside or outside of work?

other activities have you been involved in where you have been a representative?

how you would describe the quality of your training?

*(limit: 400 words)*

### Criterion 4: Other qualities and pursuits

You may wish to include information about:

have you had to address any challenges that have impacted your training?

when you have been required to use initiative - either in your training, your personal life, or your workplace?

what other qualities you have or activities you have undertaken that you feel would be useful in your role as Trainee of the Year?

what other community or industry involvement you have had?

*(limit: 400 words)*

### Attachments

Up to five (5) single sided A4 page attachments are permitted, with each attachment to be provided at a 100 per cent ratio, one document per page. Attachments **must be** referenced in your application. No multimedia items or discs will be accepted, and **any material exceeding the maximum number of attachments (5) will not be considered.**

Individual

# Vocational Student of the Year

The Vocational Student of the Year award recognises an outstanding student's achievement in a course of study leading to a nationally recognised qualification.

## Eligibility criteria

### You must:

be a full time or part time student, but not an Australian apprentice (or trainee)

have completed or be due to complete your training in the period 1 September 2021 - 31 August 2022 in a training course that leads to a nationally recognised outcome or qualification relevant to the award you are applying for

nominate in the state or territory where you reside

be an Australian citizen or a permanent resident of Australia.

2022 state winners of this category are automatically nominated for the Australian Training Awards.

## Preparing your application

### Section A: Overview

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

Provide a short overview covering a description of the qualification you are enrolled in, your registered training organisation and employer (if applicable) as well as your reason for choosing the industry and training path.

*(limit: 300 words)*

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

Criterion 1: Career and study achievements

Criterion 2: Team and communication skills

Criterion 3: Ability to be an ambassador (representative) for training in Australia

Criterion 4: Other qualities and pursuits

## Addressing the criteria

In your application, you must present information in a way that clearly addresses each award criterion. The judging panel will look for evidence of how your training has contributed to your career and study plans, the development of your skills and your achievements to date, as well as any way in which your training may have helped you to achieve in other areas and/or pursuits, or to develop new qualities.

The dot points listed under each criterion give you an idea of what to include in your application.

### Criterion 1: Career and study achievements

Consider things such as:

why did you choose your course?

how has it changed or impacted on you?

what have you gained from it?

what have you been able to bring to your workplace?

*(limit: 400 words)*

### Criterion 2: Team and communication skills

Consider any skills you have developed through your training, such as:

what you have been able to tell others, work mates, friends, employer etc about your training?

what you like about working in a team setting?

what traits you think are important to positively influence others?

*(limit: 400 words)*

### Criterion 3: Ability to be an ambassador (representative) for training in Australia

Tell us about:

and provide examples of where you have taken a leadership role inside or outside of work?

other activities you have been involved in where you have been a representative?

how you would describe the quality of your training?

*(limit: 400 words)*

### Criterion 4: Other qualities and pursuits

You may wish to include information about:

have you had to address any challenges that have impacted your training?

when you have been required to use initiative - either in your training, your personal life, or your workplace?

what other qualities you have or activities you have undertaken that you feel would be useful in your role as Vocational Student of the Year?

what other community or industry involvement you have had?

*(limit: 400 words)*

### Attachments

Up to five (5) single sided A4 page attachments are permitted, with each attachment to be provided at a 100 per cent ratio, one document per page. Attachments **must be** referenced in your application. No multimedia items or discs will be accepted, and **any material exceeding the maximum number of attachments (5) will not be considered.**

Individual

# VET Teacher/Trainer of the Year

The VET Teacher/Trainer of the Year award recognises innovation and excellence by a trainer or teacher providing nationally recognised training to students at a Registered Training Organisation (RTO), or in partnership with an RTO.

## Eligibility criteria

To nominate for the award the applicant must:

be a qualified teacher/trainer (as determined by the [Standards for Registered Training Organisations \(RTOs\) 2015](#)) who is employed by an RTO or regularly contracted by an RTO

have delivered training during the period 1 January 2021 to 31 December 2022\*, which has led or will lead to nationally recognised qualifications or Statements of Attainment under the Australian Qualifications Framework

be endorsed by the RTO and evidence of qualification must be submitted with the nomination, and

nominate in the state or territory where you are delivering training

be an Australian citizen or a permanent resident of Australia.

2022 state winners of this category are automatically nominated for the Australian Training Awards.

*\*As determined by the Australian Qualifications Framework.*

## Preparing your application

### Section A: Overview

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

Provide an overview of your areas of expertise, qualifications, courses/classes taught, education and work background, a description of the environment in which you operate and any specific challenges you encountered and may have had to overcome during the course of teaching/training.

*(limit: 300 words)*

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

Criterion 1: Excellence and initiatives

Criterion 2: Learner needs and focus

Criterion 3: Commitment to VET teaching and learning

Criterion 4: Links with industry and community

## Addressing the criteria

When developing your application against the award criteria, you may wish to take into account some of the considerations outlined below.

### Criterion 1: Excellence and initiatives

Consider:

what involvement you have had in the development of new learning methodologies and training delivery?

describe an initiative you have implemented which has led to innovation/improvement in your delivery and/or assessment practice

how you have shared the outcomes of your innovation/improvement with your colleagues?

what the impact has been of these initiatives/improvements on your learners, colleagues and industry partners?

*(limit: 600 words)*

### Criterion 2: Learner needs and focus

Consider:

how you support the diverse needs of your learners and ensure they continue to be engaged in their learning journey?

what evidence there is of the effectiveness of the design and delivery methodologies of your training program?

providing examples of where you have initiated a new idea/activity etc in response to feedback

providing examples of the learner/industry/community feedback mechanisms you use.

*(limit: 600 words)*

### Criterion 3: Commitment to VET teaching and learning

Consider:

how you maintain and grow your skills and knowledge?

how you support others to develop their skills and knowledge?

Providing examples of your engagement with other VET professionals.

*(limit: 600 words)*

### Criterion 4: Links with industry and community

Consider:

how are active links with industry and the community implemented in practice?

what are the major issues confronting the industry(s) your program engages with?

how can VET help address these issues?

what level of engagement do you have with industry and professional bodies?

how do you promote VET in industry and the community?

*(limit: 600 words)*

### Attachments

Up to five (5) single sided A4 page attachments are permitted, with each attachment to be provided at a 100 per cent ratio, one document per page. Attachments **must be** referenced in your application. No multimedia items or discs will be accepted, and **any material exceeding the maximum number of attachments (5) will not be considered**. Proof of qualifications do not count in the attachment limit.

## Organisation

# Industry Collaboration

The Industry Collaboration award recognises collaborations driving exemplary skills development between at least one employer/industry body and at least one organisation delivering nationally recognised vocational education and training.

## Eligibility criteria

Nominees must:

have at least one party who is an industry organisation (e.g., employer, enterprise, group of enterprises, industry association, industry advisory body, trade union or professional association)

have at least one party who is delivering nationally recognised training or directly contributing to the outcomes of nationally recognised training which leads to formal qualifications or Statements of Attainment under the Australian Qualifications Framework

nominate in the state or territory where the lead organisation's head office is located.

Please note that organisations must demonstrate a genuine and shared agreement (either formal or informal) to cooperate and work together for mutual benefit. Collaborations typically will not include transactional or service delivery arrangements or partnerships where financial and cost arrangements are a defining characteristic.

Please note that nominations will not be accepted from organisations operating under a contractual 'partnership' agreement.

2022 state winners of this category are nominated to enter a shortlisting process for the Australian Training Awards.

## Preparing your application

### Section A: Overview

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

Provide an overview of the collaboration, including:

name of the collaboration

the lead organisation and each of the parties to the collaboration

the purpose and objectives of the collaboration

the origin of the collaboration (how the parties came together)

details of the environment in which the collaboration operates

how the collaboration functions in practice, including lines of communication between the parties.

*(limit: 500 words)*

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

Criterion 1: Outstanding practice of the collaboration

Criterion 2: Achievements of the collaboration for training

Criterion 3: Training impacts of the collaboration

Criterion 4: Sustainability and future of the collaboration

## Addressing the criteria

This award category requires the applicant to address the award criteria outlined below for shortlisting and judging purposes. Please be aware that your responses to the criteria will be strengthened by the inclusion of measurable results and appropriate indicators (including customer satisfaction data and other types of external validation).

The dot points listed under each criterion clarify what may be relevant to include in your application.

### Criterion 1: Outstanding practice of the collaboration

Describe the extent to which the collaboration goes above and beyond standard practice in training and skills development.

Consider:

what is the basis of the collaboration partners' agreement that have been so successful?

what specific training needs addressed by the collaboration?

what exemplary or innovative aspects that are a feature of the training collaboration?

*(limit: 800 words)*

### Criterion 2: Achievements of the collaboration for training

Consider:

examples of excellence in training delivered

training outcomes achieved (including qualifications and skill sets awarded)

what improvements in the quality of learning and assessment that have been implemented?

what, if any, new or improved career pathways and opportunities have been created?

*(limit: 800 words)*

### Criterion 3: Training impacts of the collaboration

Consider:

how the collaboration has benefited the participants, the community, the collaborating organisations, and the broader training system?

what improvements in the processes/procedures of all collaborating organisations have been implemented?

what contribution there is to social equity, especially increasing the participation of people from groups underrepresented in the industry or workplace?

*(limit: 800 words)*

### Criterion 4: Sustainability and future of the collaboration

Consider:

what, if any, aspects of the collaboration utilise government funding. If so, how could the collaboration be continued if government funding ceased?

how can the outcomes of the collaboration be replicated or modelled for other industries?

what quality improvements/performance evaluation of the collaboration are in place and planned?

*(limit: 800 words)*

### Attachments

Up to ten (10) single A4 page attachments are permitted, with each attachment to be provided at a 100 per cent ratio, one document per page. Attachments **must be** referenced in your application. No multimedia items or discs will be accepted, and **any material exceeding the maximum number of attachments (10) will not be considered.**



2022 SOUTH AUSTRALIAN TRAINING AWARDS CALL FOR APPLICATIONS  
SOUTH AUSTRALIAN SKILLS COMMISSION

“

Due to this award, I have had the opportunity to speak to a lot of different individuals, with the aim to inspire them to not just take training pathways but to take the pathway of which they most desire.

The training awards are vital to our training sector as they recognise excellence and provide motivation both to those already in the industries and those wishing to take a training pathway to excel in their chosen career. Representing South Australia on a national and global stage is an honour and provides South Australia with the recognition it deserves for the quality of training that is provided here.

”

**Harrison Sanders**

*SA Training Awards  
Apprentice of the Year*

*2021 Australian Training Awards  
Apprentice of the Year runner-up*

Organisation

# Small Employer of the Year

The Small Employer of the Year award recognises a small enterprise that has achieved excellence in the provision of nationally recognised training to its employees.

Nationally recognised training refers to training based on a national training package or accredited course which results in a person receiving a formal qualification or Statement of Attainment issued by an RTO. This includes Australian apprenticeships.

## Eligibility criteria

To nominate for this award, an organisation must employ 99 or fewer full time equivalent employees:

And deliver nationally recognised vocational education and training to their employees that leads to formal qualifications or Statements of Attainment issued by a Registered Training Organisation under the Australian Qualifications Framework.

The South Australian Training Awards accepts joint applications from:

a partnership between a single Host Employer and a single Group Training Organisation

Host Employers or Group Training Organisations who nominate for the award are required to have their partner agree to the nomination

Employers must nominate for the relevant award in the state or territory where their head office is located.

Nominations will not be accepted from:

organisations whose core business is the delivery of vocational education and training (these organisations may consider nominating for either the Large or Small Training Provider of the Year categories).

2022 state winners of this category are nominated to enter a shortlisting process for the Australian Training Awards.

## Preparing your application

### Section A: Business Summary

Provide a brief description of your business, including the products or services that you offer and any major milestones you have achieved.

*(limit: 500 words)*

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

Criterion 1: Extent and quality of training for employees

Criterion 2: Achievements of the business and its employees that can be attributed to training

Criterion 3: Innovation and excellence in design and delivery of training

## Addressing the criteria

This information will be considered and used for shortlisting and judging purposes. Please be aware that your responses to the criteria will be strengthened by including measurable results and appropriate indicators, including customer satisfaction data and other types of external validation.

If you are nominating as a joint partnership, the responses to the selection criteria must only be based on work jointly completed and achievements jointly accomplished by both organisations.

The considerations listed under each criterion clarify what to include when addressing the criterion.

### Criterion 1: Extent and quality of training for employees

Consider:

your involvement in designing training specifically for your business, either alone or in partnership with training organisations

the qualifications or courses that your employees are undertaking

the percentage of your employees who are actively engaged in training

hours per month (average) that your employees spend in training

how you integrate on-the-job and off-the-job training

how you commit to equity in training such as for employees who are from groups that are under-represented in employment, education and training (such as people with disabilities, indigenous people, people from non-English speaking backgrounds, people in older age groups, people living in remote areas).

*(limit: 800 words)*

### Criterion 2: Achievements of the business and its employees that can be attributed to training

Consider:

how training has improved the productivity and well-being of your employees (briefly describe the personal training achievements of a few of your staff)

how training has improved your relationships with clients

how training has improved the productivity and profitability of your business

how you measure the benefits of training

how training will improve your business in the future

how training is integrated into business planning.

*(limit: 800 words)*

### **Criterion 3: Innovation and excellence in design and delivery of training**

Consider:

details of creativity, innovation and excellence in the design, development and delivery of training for your employees

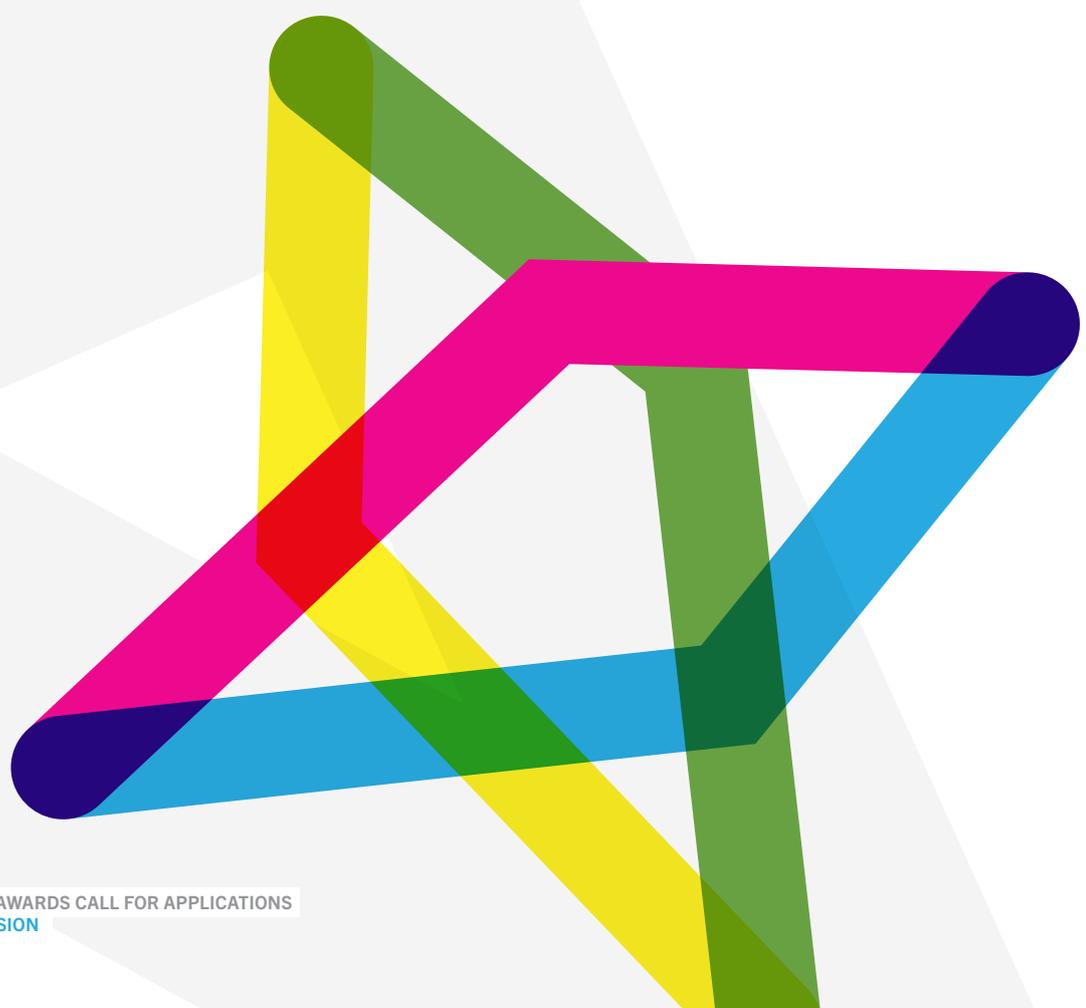
innovative methods that you use to create positive relationships or partnerships with others to enhance the effectiveness of your training

innovative approaches that you use to encourage access to training for your employees (e.g., Mentoring, e-learning, collaborative learning).

*(limit: 800 words)*

### **Attachments**

Up to ten (10) single A4 page attachments are permitted, with each attachment to be provided at a 100 per cent ratio, one document per page. Attachments **must be** referenced in your application. No multimedia items or discs will be accepted, and **any material exceeding the maximum number of attachments (10) will not be considered.**



## Organisation

# Large Employer of the Year

The Large Employer of the Year award recognises a large businesses and enterprise that has achieved excellence in the provision of nationally recognised training to their employees.

## Eligibility criteria

To nominate for this award, an organisation must employ 100 or more full time equivalent employees:

And deliver nationally recognised vocational education and training to their employees that leads to formal qualifications or Statements of Attainment issued by a Registered Training Organisation under the Australian Qualifications Framework.

The South Australian Training Awards will accept joint applications from:

a partnership between a single Host Employer and a single Group Training Organisation

Host Employers or Group Training Organisations who nominate for the award are required to have their partner agree to the nomination

Employers must nominate for the relevant award in the state or territory where their head office is located.

NB. Nominations will not be accepted from organisations whose core business is the delivery of vocational education and training. These organisations may consider nominating for the Small or Large Training Provider of the Year categories.

2022 state winners of this category are nominated to enter a shortlisting process for the Australian Training Awards

## Preparing your application

### Section A: Business Summary

Provide a brief description of your business, including the products or services that you offer and any major milestones you have achieved.

*(limit: 500 words)*

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

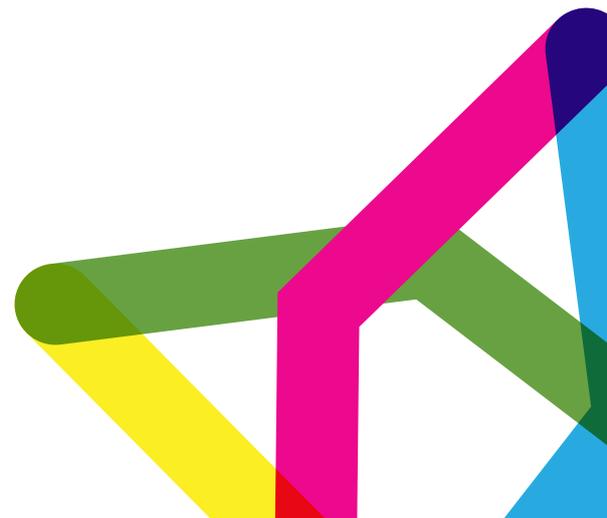
Criterion 1: Extent and quality of training for employees

Criterion 2: Achievements of the business and its employees that can be attributed to training

Criterion 3: Integration of training into business planning

Criterion 4: Innovation and excellence in design and delivery of training

Criterion 5: Commitment to equity in training



## Addressing the criteria

This information will be considered and used for shortlisting and judging purposes. Please be aware your responses to the criteria will be strengthened by including measurable results and appropriate indicators, including customer satisfaction data and other types of external validation.

If you are nominating as a joint partnership, the responses to the selection criteria must only be based on work jointly completed and achievements jointly accomplished by both organisations.

The considerations listed under each criterion clarify what to include when addressing the criterion.

### **Criterion 1: Extent and quality of training for employees**

Consider:

---

your involvement in designing training specifically for your business, either alone or in partnership with training organisations

---

the qualifications or courses that your employees are undertaking

---

the percentage of your employees who are actively engaged in training

---

hours per month (average) that your employees spend in training

---

how you integrate on-the-job and off-the-job training.

*(limit: 800 words)*

### **Criterion 2: Achievements of the business and its employees that can be attributed to training**

Consider:

---

how training has improved the productivity and well-being of your employees (briefly describe the personal training achievements of a few of your staff)

---

how training has improved your relationships with clients

---

how training has improved the productivity and profitability of your business

---

how you measure the benefits of training

---

how training will improve your business in the future.

*(limit: 800 words)*

### **Criterion 3: Integration of training into business planning**

Consider:

---

the training aims of your business

---

the 'training culture' you have established within your business

---

how training fits into your workforce development and business planning

---

how you have formalised an ongoing commitment to training

---

how you find out about the training needs of your employees.

*(limit: 800 words)*

#### **Criterion 4: Innovation and excellence in design and delivery of training**

Consider:

\_\_\_\_\_  
details of creativity, innovation and excellence in the design, development and delivery of training for your employees

\_\_\_\_\_  
innovative methods that you use to create positive relationships or partnerships with others to enhance the effectiveness of your training

\_\_\_\_\_  
innovative approaches that you use to encourage access to training for your employees (e.g., Mentoring, e-learning, collaborative learning).

*(limit: 800 words)*

#### **Criterion 5: Commitment to equity in training**

Consider:

\_\_\_\_\_  
the training you have made available to employees who are from groups under-represented in employment, education and training (such as people with disabilities, indigenous people, people from non-English speaking backgrounds, people in older age groups, people living in remote areas)

\_\_\_\_\_  
the number of these employees who have actively engaged in training

\_\_\_\_\_  
the number of these employees who have actively trained for managerial or supervisory jobs

\_\_\_\_\_  
the training programs that have been specifically designed for these employees.

*(limit: 800 words)*

#### **Attachments**

Up to ten (10) single A4 page attachments are permitted, with each attachment to be provided at a 100 per cent ratio, one document per page. Attachments **must be** referenced in your application. No multimedia items or discs will be accepted, and **any material exceeding the maximum number of attachments (10) will not be considered.**



## Organisation

# VET Innovation for Schools

The VET Innovation for Schools award recognises excellence in schools that are developing innovative and new mechanisms for encouraging VET pathways in their schools so that their models and programs can be publicised and shared with schools across the state.

## Eligibility criteria

To nominate for this award, an organisation must:

meet the conditions of entry requirements

have delivered VET programs to secondary school students within the past two years

delivered VET programs must be based on national training packages or accredited courses that lead to qualifications or a Statement of Attainment under the Australian Qualifications Framework

VET programs must also be based on the SACE Board register of accredited training for use in schools

collaborative ventures between schools and other VET stakeholders (including public/private RTOs and GTOs) are encouraged

one application will be accepted for collaborative ventures of this nature.

Please note this is a South Australia-only award category. 2022 winners of this category are not nominated for the Australian Training Awards.

Applicants are encouraged to consider submitting a direct entry to the Australian Training Awards (ATA) for its School Pathways to VET award, normally ATA direct entry categories applications close on the 31 May.

## Preparing your application

### Overview

This information will not be considered or used for shortlisting or judging purposes but may be used as a summary of your organisation throughout the awards process.

### Section A: Overview

Provide a brief description of your program, including the reasons why you are applying for this award.

*(limit: 500 words)*

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

Criterion 1: Innovation in VET Pathways

Criterion 2: Strategic best practice

Criterion 3: Student and staff focus

Criterion 4: Employer and community collaboration

## Addressing the criteria

This information will be considered and used for shortlisting and judging purposes. Please be aware your responses to the criteria will be strengthened by including measurable and verifiable indicators, including student outcome data, client satisfaction data and external validation data.

The considerations listed under each criterion clarify what to include when addressing the criterion.

### Criterion 1: Innovation in VET pathways

Describe the training and include consideration of:

your teaching and learning environments, including any unique aspects

integration of VET within the general school learning environment, and how you ensure this links with recognised training and employment opportunities

development of enterprise and employability skills

innovative structure, content and delivery of your VET programs that sets you apart from other schools and training organisations

capacity to share and replicate your VET program (and the systems you have developed to enable this) with other schools and training organisations across the state.

*(limit: 800 words)*

### Criterion 2: Strategic and best practice

Describe how your school plans, coordinates and resources - include consideration of:

the extent to which you consider state and national labour market needs and industry skills requirements

flexible curriculum and timetabling that allows for structured workplace learning and flexible vocational pathways

engagement with ongoing VET policy reform at both national and state level

the breadth of resources used for VET and how you acquire and manage those resources

processes implemented to ensure the sustainability of your VET programs.

*(limit: 800 words)*

### Criterion 3: Student and staff focus

Describe how your school measures the success of VET and include consideration of:

how VET programs are leading to successful outcomes for students in further education, training and skilled careers

the collection and analysis of data on student progress, transitions and completions

identifying and meeting the training requirements and professional development needs of your staff

the impact of your VET programs on students, including any who may (in some way) be marginalised

your review of the effectiveness of your VET programs to ensure continuous improvement at both a program and school level.

*(limit: 800 words)*

#### **Criterion 4: Employer and community collaboration**

Describe the impact of your VET programs on local employers and the broader community and include consideration of:

the collaboration you have developed to ensure students have ease of transition to earning or further learning

the support your VET programs have received from local employers and the broader community

the expansion of available training pathways, in particular for the broader community

promotion of VET and student outcomes (both internally and externally)

the change in attitude towards skilled careers amongst the schooling sector and broader community.

*(limit: 800 words)*

#### **Attachments**

Up to ten (10) single A4 page attachments are permitted, with each attachment to be provided at a 100 per cent ratio, one document per page. Attachments **must be** referenced in your application. No multimedia items or discs will be accepted, and **any material exceeding the maximum number of attachments (10) will not be considered.**



## Organisation

# Small Training Provider of the Year

The Small Training Provider of the Year Award recognises small registered training organisations (RTOs) that offer a range of training products and services and that demonstrate excellence and high-level performance in all aspects of vocational education and training.

## Eligibility criteria

To nominate for this award, an organisation must:

have fewer than 500 students enrolled at the time of nomination, as reported by RTOs in the most recent annual National Centre for Vocational Education Research (NCVER) data collection period\*

be an RTO for which the delivery of vocational education and training is their core business

nominate in the state or territory where the majority of their training is being delivered

only nominate for this category in a single state or territory.

Only one nomination will be accepted per RTO code.

Applicants to the Small Training Provider of the Year Award will be subject to quality assurance checks by the Australian Skills Quality Authority (ASQA), and/or the applicable regulatory authority. The checks will inform the selection process of applicants to this award category.

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.

## Preparing your application

### Section A: Business Summary

Provide a brief description of your organisation, including the reasons why you are applying for this award.

*(limit: 500 words)*

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

Criterion 1: High quality and leading practice in vocational education and training

Criterion 2: Meeting student needs

Criterion 3: Meeting industry needs

Criterion 4: High quality business management

Criterion 5: Innovation and excellence in design and delivery of training

## Addressing the criteria

This information will be considered and used for shortlisting and judging purposes. Please be aware your responses to the criteria will be strengthened by including measurable and verifiable indicators, including student outcome data, client satisfaction data and external validation data.

You are encouraged to:

include case studies for each of these criteria with students, industry, and/or the community that highlight the impact of your training

consider virtual delivery of training to students in your nomination.

The considerations listed under each criterion clarify what to include when addressing the criterion.

### **Criterion 1: High quality and leading practice in vocational education and training.**

How do you provide high quality vocational education and training? For example, you may consider:

how you demonstrate excellence and high-level performance in nationally accredited training arrangements

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 implement and keep up with best practice

how your training influences best practice

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 undertake continuous improvement and apply quality controls within your organisation.

*(limit: 800 words)*

### **Criterion 2: Meeting student needs**

How do you support students and meet their needs in vocational education and training? For example, you may consider:

how you encourage access to your VET products and services

what support services you provide to students during their training

the systems you have in place to be able to reach different cohorts (e.g., online training)

how you are inclusive of different students' needs

how you provide students with the skills they need to be successful in the workplace

how satisfied students are with their training

the success you have achieved in meeting the needs of equity groups.

*(limit: 800 words)*

### **Criterion 3: Meeting industry needs**

How do you monitor industry and market needs? For example, you may consider:

how you build new, innovative and effective partnerships with industry in the local or wider community

how you collect data on and understand Industry/business needs and expectations

your capacity and flexibility to meet changing training needs and new training markets

how your training reflects changing industry requirements and expectations.

*(limit: 800 words)*

#### **Criterion 4: High quality business management**

How do you manage your business to ensure it is operating at a high quality? 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

---

the systems you have in place for planning and communicating your purpose, vision, goals, values and core business strategies (and for creating alignment across your whole organisation)

---

how you develop the capability and capacity of your workforce

---

the strategies you have in place to build a positive workplace culture

---

how you support employee wellbeing and positive mental health

---

how you incorporate inclusion and diversity into running your business

---

how you identify and attract new clients and new markets, and how you address these without impacting the sustainability of your operations

---

how you enrol, train and report on online learners

---

how you ensure the sustainability of your operations, including your understanding of risk and risk management.

*(limit: 800 words)*

#### **Criterion 5: Innovation and excellence in design and delivery of training**

How do you demonstrate innovation in your approach to the design and delivery of training for students? For example, you may consider:

---

details of creativity, innovation and excellence in the design, development and delivery of training

---

how you demonstrate creativity and innovation in the design and development of your processes and techniques (operational or educational)

---

innovative methods that you use to create positive relationships or partnerships with others to enhance the effectiveness of your training

---

innovative approaches that you use to encourage access to training for your students (e.g., mentoring, e-learning, collaborative learning).

*(limit: 800 words)*

#### **Attachments**

Up to ten (10) single sided A4 page attachments are permitted, with each attachment to be provided at a 100 per cent ratio, one document per page. Attachments should be referenced in your application.

In addition to the 10 attachments please attach:

1. your official documentation listing qualifications on Scope of Registration, and
2. evidence of the breakdown of your enrolled student numbers in each state and territory (as provided to NCVET in the most recent annual data collection period). Note that these attachments are not counted towards the attachment limit.

## Organisation

# Large Training Provider of the Year

The Large Training Provider of the Year Award recognises large registered training organisations (RTOs) that offer a range of training products and services and that demonstrate excellence and high-level performance in all aspects of vocational education and training.

## Eligibility criteria

To nominate for this award, an organisation must:

have 500 or more students enrolled at the time of nomination, as reported by RTOs in the most recent annual National Centre for Vocational Education Research (NCVER) data collection period\*

be an RTO for which the delivery of vocational education and training is their core business

nominate in the state or territory where the majority of their training is being delivered

only nominate for this category in a single state or territory.

Only one nomination will be accepted per RTO code.

Applicants to the Large Training Provider of the Year Award will be subject to quality assurance checks by the Australian Skills Quality Authority (ASQA), and/or the applicable regulatory authority. The checks will inform the selection process of applicants to this award category.

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.

## Preparing your application

### Section A: Business Summary

Provide a brief description of your organisation, including the reasons why you are applying for this award.

*(limit: 500 words)*

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

Criterion 1: High quality and leading practice in vocational education and training

Criterion 2: Meeting student needs

Criterion 3: Meeting industry needs

Criterion 4: High quality business management

Criterion 5: Innovation and excellence in design and delivery of training

## Addressing the criteria

This information will be considered and used for shortlisting and judging purposes. Please be aware your responses to the criteria will be strengthened by including measurable and verifiable indicators, including student outcome data, client satisfaction data and external validation data.

You are encouraged to:

---

include case studies for each of these criteria with students, industry, and/or the community that highlight the impact of your training

---

consider virtual delivery of training to students in your nomination.

The considerations listed under each criterion clarify what to include when addressing the criterion.

### **Criterion 1: High quality and leading practice in vocational education and training.**

How do you provide high quality vocational education and training? For example, you may consider:

---

how you demonstrate excellence and high-level performance in nationally accredited training arrangements

---

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 implement and keep up with best practice

---

how your training influences best practice

---

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 undertake continuous improvement and apply quality controls within your organisation.

*(limit: 800 words)*

### **Criterion 2: Meeting student needs**

How do you support students and meet their needs in vocational education and training? For example, you may consider:

---

how you encourage access to your VET products and services

---

what support services you provide to students during their training

---

the systems you have in place to be able to reach different cohorts (e.g., online training)

---

how you are inclusive of different students' needs

---

how you provide students with the skills they need to be successful in the workplace

---

how satisfied students are with their training

---

the success you have achieved in meeting the needs of equity groups.

*(limit: 800 words)*

### **Criterion 3: Meeting industry needs**

How do you monitor industry and market needs? For example, you may consider:

---

how you build new, innovative and effective partnerships with industry in the local or wider community

---

how you collect data on and understand Industry/business needs and expectations

---

your capacity and flexibility to meet changing training needs and new training markets

---

how your training reflects changing industry requirements and expectations.

*(limit: 800 words)*

#### **Criterion 4: High quality business management**

How do you manage your business to ensure it is operating at a high quality? 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

---

the systems you have in place for planning and communicating your purpose, vision, goals, values and core business strategies (and for creating alignment across your whole organisation)

---

how you develop the capability and capacity of your workforce

---

the strategies you have in place to build a positive workplace culture

---

how you support employee wellbeing and positive mental health

---

how you incorporate inclusion and diversity into running your business

---

how you identify and attract new clients and new markets, and how you address these without impacting the sustainability of your operations

---

how you enrol, train and report on online learners

---

how you ensure the sustainability of your operations, including your understanding of risk and risk management.

*(limit: 800 words)*

#### **Criterion 5: Innovation and excellence in design and delivery of training**

How do you demonstrate innovation in your approach to the design and delivery of training for students? For example, you may consider:

---

details of creativity, innovation and excellence in the design, development and delivery of training

---

how you demonstrate creativity and innovation in the design and development of your processes and techniques (operational or educational)

---

innovative methods that you use to create positive relationships or partnerships with others to enhance the effectiveness of your training

---

innovative approaches that you use to encourage access to training for your students (e.g., mentoring, e-learning, collaborative learning).

*(limit: 800 words)*

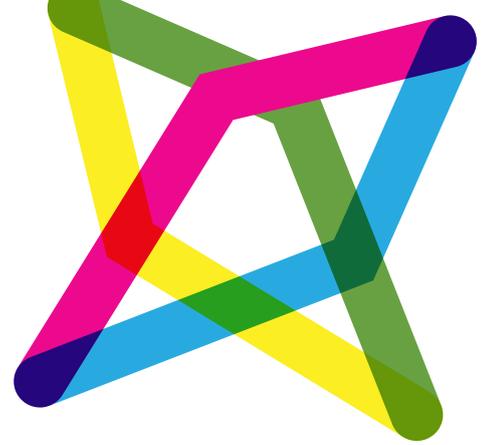
#### **Attachments**

Up to ten (10) single sided A4 page attachments are permitted, with each attachment to be provided at a 100 per cent ratio, one document per page. Attachments should be referenced in your application.

In addition to the 10 attachments please attach:

1. your official documentation listing qualifications on Scope of Registration, and
2. evidence of the breakdown of your enrolled student numbers in each state and territory (as provided to NCVER in the most recent annual data collection period). Note that these attachments are not counted towards the attachment limit.

# The 2022 Australian Training Awards



The Australian Training Awards are the peak national awards that showcase best practice in vocational education and training (VET).

The Australian Training Awards recognise and celebrate excellence and are an important mechanism for promoting the benefits of vocational education and training.

Winners from each state and territory training awards compete for a national award title.

This has led to Australia-wide awareness and respect for skill-based careers and skills excellence.

## Individual

The Outstanding Achievement in the VET and Skills Sector Award ([Direct Entry](#))

Excellence in Language, Literacy and Numeracy Practice Award ([Direct Entry](#))

## Business

Australian Apprenticeships - Employer Award ([Direct Entry](#))

Innovation in VET Award ([Direct Entry](#)) – new Award for 2022

## Registered Training Organisation Categories

School Pathways to VET Award ([Direct Entry](#))

Applications for the Australian Training Awards will close at **11.59pm on 31 May 2022.**

The 2022 Australian Training Awards presentation will be held in Adelaide on **Friday 18 November 2022.**

To learn more about the awards visit the [Australian Training Awards website.](#)





**Enquiries**

Department for Innovation and Skills

SA Training Awards

**E:** [sata@sa.gov.au](mailto:sata@sa.gov.au)

**www.trainingawards.sa.gov.au**

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**SA Training  
Awards 2022**

  
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