

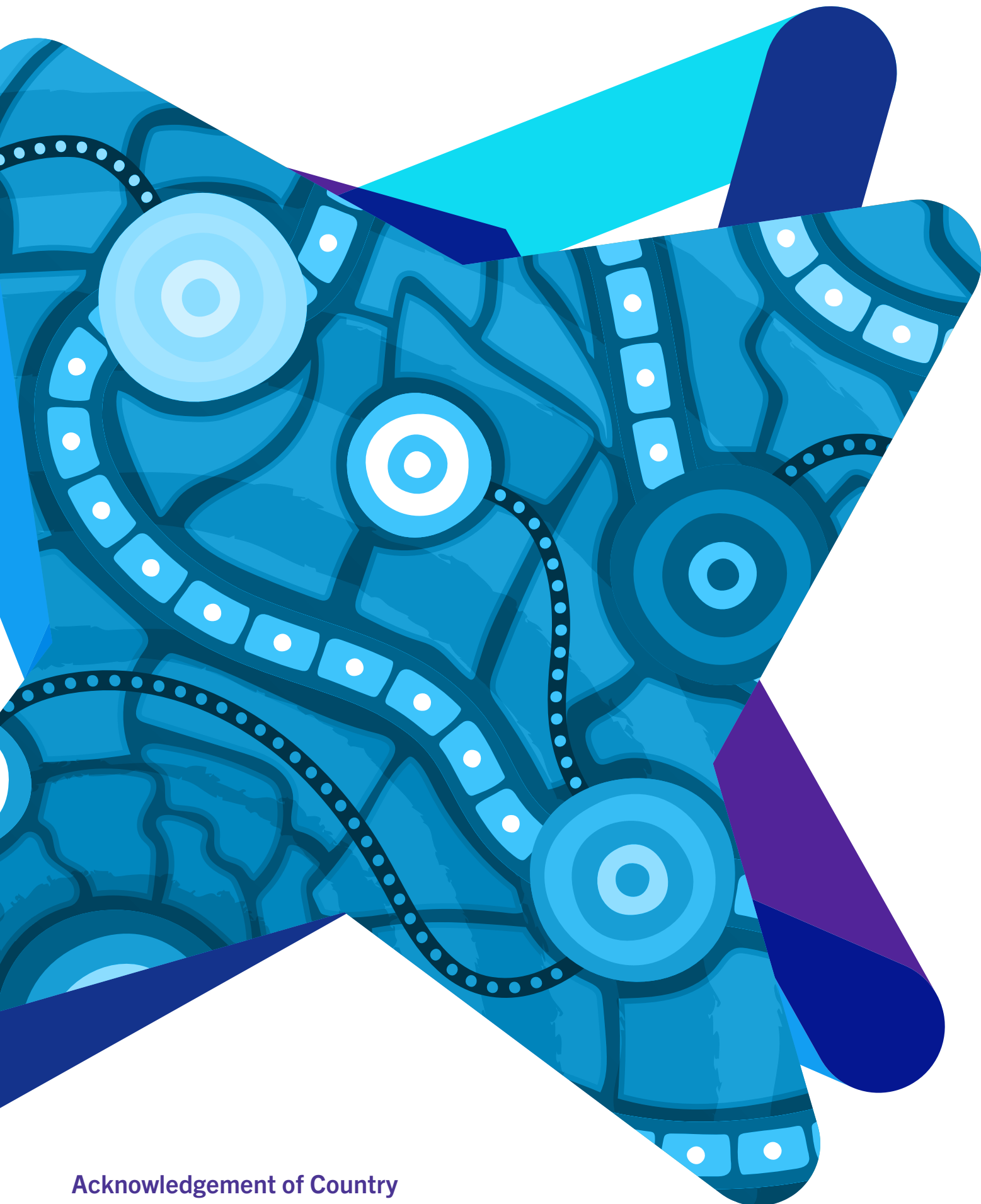
2024  
South Australian  
Training Awards  
**Nominations  
Guide**

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

  
**SA Training  
Awards 2024**

  
Government  
of South Australia

**South  
Australian  
Skills  
COMMISSION**



## Acknowledgement of Country

The South Australian Skills Commission acknowledges and respects Aboriginal people as the state's first people and nations, and recognises Aboriginal people as the traditional owners and occupants of South Australian land and waters.

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# A message from the South Australian Skills Commissioner

Cameron Baker



## I'm thrilled to announce that the nominations for the 2024 South Australian Training Awards are now open!

The Training Awards are a fantastic way to showcase the efforts and talents of individuals and organisations across the state who motivate others and contribute to their communities, while building a fulfilling pathway in the vocational education and training (VET) sector.

Through these awards we want to recognise the incredible quality, diversity and ingenuity in VET across our state.

Participating in the awards is a great opportunity to reflect on your achievements and be recognised for your efforts and commitment to the VET sector. It's also a great chance to share your story.

In 2024 we are expanding the Awards program with the introduction of the Lifetime Achievement Award, which recognises an individual's outstanding leadership and contribution to the South Australian VET and skills sector.

I encourage you to get involved in this Awards program by nominating yourself, encouraging others to nominate or simply spreading the word.

You may know someone who's an outstanding teacher, trainer, or long-serving member of the VET sector; you may be aware of a business committed to building and developing its people through training; or you may be one of our state's outstanding training providers delivering high quality training and shaping our future workforce.

You might be a passionate apprentice or trainee who's making a positive impact in your industry or someone who has overcome challenges and is now thriving because of your training.

Now is the time to share your story.

This guide has been developed to help you make the most of your nomination.

In nominating, read through this guide, consider which category is best for you, seek out the support you need to get your nomination ready and make it your best, and most of all, don't hesitate — you have to be in it to win it. Nominate now!

I wish you all the best of luck and hope to see Awards nominees at the Gala presentation in September!

### **Commissioner Cameron Baker**

Chair of the South Australian Skills Commission

# About the South Australian Training Awards

**Presented by the South Australian Skills Commission, the South Australian Training Awards shine as the state's most prestigious Awards program for VET.**

Every year the Awards offer the opportunity for individuals and organisations to reflect on their achievements through the nomination and judging process. Some nominees will be shortlisted for interviews, and some will progress as finalists to be recognised at the Gala Presentation.

In the end a winner is crowned in each Award category who will join a growing history of outstanding stars.

**This year, we are proud to announce the South Australian Training Awards has expanded with the introduction of the Lifetime Achievement Award.**

This new award will be presented in recognition of an individual's outstanding leadership and contribution to the South Australian VET and skills sector for more than 15 years. It's about recognising the enormous contribution that many make to the sector, above the everyday, with a long-lasting impact.

This nomination guide provides information about the award categories, nomination process, eligibility and selection criteria.

In considering and making your nomination, we encourage you to seek assistance and support ahead of submitting your application. This could be from your employer, registered training organisation (RTO), a family member, colleague or school.

# Why Nominate?

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The South Australian Training Awards shine as the state's most prestigious Awards program for VET. In nominating, you join an outstanding group of individuals and organisations making an impact through vocational education and training.

As a winner you will be recognised as the best in the state in your category. Individual categories also receive cash prizes (except for the Lifetime Achievement Award).

All finalists are presented with a certificate and the winners are presented with a trophy at the Gala Presentation.

As an individual or organisation, the Awards are a great opportunity to:

- ▶ reflect on your achievements and growth through VET
- ▶ take advantage of opportunities to network with industry leaders and colleagues who equally share a passion and drive for VET
- ▶ build your profile and reputation and gain industry recognition.

Award winners may also become an ambassador for the South Australian Training Awards and help to promote the awards, speak with media, and participate in further networking opportunities and forums.

South Australian Training Award winners in categories that have a pathway to the Australian Training Awards will have the opportunity to compete against the best from each state and territory for the national title, as well as the accolades and attention that generates!

**It all starts with your nomination and telling your story!**

# 2024 Award Categories and Prize money

## Individual categories

- **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**

Category award winners will receive **\$3,000 in prize money** and a **2024 South Australian Training Awards trophy and framed certificate**.

### ● **Lifetime Achievement Award**

This award is presented in recognition of an individual's outstanding leadership and contribution to the South Australian VET and skills sector for 15 years or more.

The winner of this award will receive a **2024 South Australian Training Awards trophy and framed certificate**.

## Organisational categories

- **Industry Collaboration**
- **Small Employer of the Year**
- **Large Employer of the Year**
- **Small Training Provider of the Year**
- **Large Training Provider of the Year**
- **Excellence in Diversity**
- **VET Innovation for Schools**

Organisational category winners will receive a **2024 South Australian Training Awards trophy and framed certificate**.

## Voters' Choice Award

This award is presented at the Gala Presentation to the most popular individual finalist decided by a public online vote.

The winner of this award will receive **\$1,000 in prize money** and a **2024 South Australian Training Awards trophy and framed certificate**.

# 2024 Key Dates and Contacts

## Key Dates

<b>25 March</b>	Nominations open
<b>24 May</b>	Nominations close
<b>June – July</b>	Judging process
<b>August</b>	Awards finalists announced
<b>25 September</b>	South Australian Training Awards Gala Presentation
<b>November</b>	Professional development workshops for individual winners in preparation for the Australian Training Awards
<b>6 December</b>	Australian Training Awards, Canberra

## Key contacts

- W** [www.trainingawards.sa.gov.au](http://www.trainingawards.sa.gov.au)
- E** [education.satrainigawards@sa.gov.au](mailto:education.satrainigawards@sa.gov.au)
- T** 1800 006 488

# How to Nominate

Nominate for the South Australian Training Awards by following these simple steps:

- 1 Check that you will be able to comply with the **conditions of entry**.
- 2 Check that you meet the **eligibility criteria** for the award that is most appropriate to you.
- 3 Review the **selection criteria** for your chosen award and make sure you can address all parts of the nomination form.
- 4 **Register** on the nominations portal: [satrainig.awardsplatform.com](http://satrainig.awardsplatform.com)  
Choose the award you are nominating for and confirm you meet the eligibility criteria.
- 5 **Build your application** and gather the **supporting evidence** you need for your chosen category. Make sure you save your application as you progress.
- 6 **Submit your completed application** by the closing date: **5:00 pm, ACST Friday 24 May 2024.**






# Conditions of Entry

By entering the 2024 South Australian Training Awards, you agree to comply with the following Conditions of Entry:

1. All nominations must be submitted via the SA Training Awards online portal: <https://satraining.awardsplatform.com>
2. The closing date for all nominations is 5:00 pm ACST Friday 24 May 2024. The South Australian Skills Commission reserves the right to extend the deadline for nominations.
3. All nominees for individual award categories must be an Australian citizen or a permanent resident of Australia and reside in South Australia.
4. A nominee must not be nominated for a similar award in another state or territory in the same year.
5. Where an entrant is not self-nominated, they must agree to be nominated.
6. Prospective nominees must be able to meet all the eligibility criteria for the award category being nominated.
7. Each award category has specific criteria. All nominations must meet the criteria and be factually correct for the application to be considered a valid entry. Non-compliance with entry requirements will be sufficient reason for the South Australian Skills Commission to reject the nomination. Any material provided that exceeds the desired number of attachments will not be considered in judging.
8. It is the responsibility of all nominees and nominators to ensure that they have selected the correct category.
9. Nominees for individual categories must only nominate for one award in the 2024 SA Training Awards.
10. The South Australian Skills Commission reserves the right to re-assign nominations lodged to incorrect categories at its discretion.
11. By applying, all nominees for the SA Training Awards agree that the provision of their personal information may be used by external organisations for the purpose of determining their eligibility.
12. By applying, all nominees for the SA Training Awards agree that all or part of any non-confidential material or details from their nominations, photographs and recordings can and may be used online, in any broadcast and print media, and in a range of publicity and promotional materials related to VET and skills, SA Training Awards or the Australian Training Awards.
13. All nominees must comply with State and Commonwealth government standards regarding training, workplace health and safety, and industrial relations matters. The South Australian Skills Commission may refuse to proceed with a nomination at any time where an organisation or individual is under investigation by a State or Federal Government or has any unresolved issues with any other South Australian Government department.
14. All training initiatives, courses and Registered Training Organisations (RTOs) referenced in nominations must be registered with the Australian Skills Quality Authority (ASQA) for course delivery in South Australia.
15. RTOs in training provider categories must have their Head Office located in South Australia.

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16. To be considered for selection all RTOs delivering courses must have Scope of Registration to deliver such courses in South Australia.
  17. Shortlisted nominees must meet with the judging panel and may be visited at the location of their training as part of the judging process.
  18. Shortlisted nominees must attend all interviews in person and/or virtually, as required, and undergo all preparations that the South Australian Skills Commission or its nominee deems necessary for the Awards.
  19. All nominees must abide by the decisions of the South Australian Skills Commission or its nominee, whose decision shall be final on all matters relating to the Award – no correspondence about or justification for any decision will be provided.
  20. All finalists must attend the South Australian Training Awards Gala Presentation.
  21. If under the age of 18 years, nominees will need to be accompanied by a responsible parent or guardian, where applicable, at the South Australian Training Awards judging interviews, presentation, and national awards.
  22. SA Training Awards winners will be required to attend professional development activities in preparation for the Australian Training Awards.
  23. Winners of the 2024 South Australian Training Awards will be nominated for the 2024 Australian Training Awards in aligned categories to compete in that award category at the national level. All nominations for the Australian Training Awards will be considered by the Australian Training Awards judging panels. Finalists for each award category will be required to attend the 2024 Australian Training Awards ‘Finalist week’ and presentation ceremony in Canberra, ACT in December 2024.
  24. The Department for Education or any of its employees are eligible to apply for any award with the exclusion of staff directly involved in the administration of the Awards, or staff involved with the judging process.
  25. If any award winner receives a prize and is subsequently discovered to be ineligible for the award, the South Australian Skills Commission reserves the right to recover the prize from the entrant and award an alternate winner.

## Privacy note

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

## Attachments to Support Your Nomination

Attachments can be included with nominations for both individual and organisational award categories, provided they are referenced in the nomination.

These may include copies of VET certificates, certificates of completion, certificates and awards, letters of reference or photographs of you in your workplace or at your training organisation.

**All attachments need to be referenced in the nomination and included in your application via the nomination portal.** As such, no multimedia items or discs will be accepted. Any material exceeding the maximum number of attachments specified will not be considered.

The total number of attachments permitted for each award is outlined within the category's Eligibility and Selection Criteria.



*“Winning the Vocational Student of the Year Award confirmed my passion for lifelong learning, and I’m inspired to encourage others on the same journey.*”

*The Awards introduced me to a wide range of amazing people, including mentors from organisations that I would not have come across in my own industry.*

*It has fuelled my fire to continue to develop myself; new career prospects are on the horizon!”*

**Kat Rodda**

2023 SA Training Awards Vocational Student of the Year

# Selection and Judging Process

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Judging of the South Australian Training Awards is conducted by panels of individuals who have extensive experience in training and industry sectors; each panel is chaired by a member of the South Australian Skills Commission.

To determine the finalists and winners, all nominations are evaluated as follows.

## Individual Award Categories

### Stage 1

- ▶ Nominations are evaluated against the eligibility and selection criteria to assess and determine whether the nomination is eligible to progress.
- ▶ Nominations are then assessed to determine which nominations go through to the interview stage.
- ▶ All nominees will be advised if they have been shortlisted for interview.

### Stage 2

- ▶ Shortlisted nominees are interviewed (in person/or virtually) by the award judging panel.
- ▶ The judging panel may select up to four finalists, including one winner for the award category.
- ▶ Finalists are announced ahead of the South Australia Training Awards Gala Presentation.

## Lifetime Achievement Award

This award has a specific selection and judging process. Nominations for this award are assessed by the South Australian Skills Commission against the eligibility and selection criteria. A shortlist of candidates is referred to the Minister for Education, Training and Skills for selection of the award winner. Nominees are notified if they have been selected as the recipient of the award and will be presented at the South Australian Training Award Gala Presentation.

## Organisational Award Categories

### Stage 1

- ▶ Nominations are evaluated against the eligibility and selection criteria to assess and determine if the nomination is eligible to progress.
- ▶ Nominations are then assessed by the award judging panel who determines which nominations go through to the interview stage.
- ▶ All nominees are advised if they have been shortlisted for interview.

### Stage 2

- ▶ Arrangements are made with shortlisted nominees for either a face-to-face or virtual interview and/or site-visit by members of the judging panel.
- ▶ The judging panel validates the written nomination by gathering further information to assist in selecting the award winner.
- ▶ The judging panel may select up to four finalists, including one winner for the award category.
- ▶ Finalists are announced ahead of the South Australia Training Awards Gala Presentation.

**All award finalists are presented at the South Australia Training Awards Gala Presentation and the winners of each category announced.**

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

# Tips for Preparing Your Nomination

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The key to success is making your nomination memorable. This is your opportunity to share your story and what makes you unique.

The judging panels 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 is important to note that the nomination you submit for the 2024 South Australian Training Awards will be the same one that is used for judging for the 2024 Australian Training Awards, should you progress to become a finalist in the national awards program.**

## Start today

Starting your application now gives you as much time as possible to familiarise yourself with the criteria for your category, research, write, reflect, seek feedback and support, and edit your application.

## Check the rules

Carefully review the eligibility and selection criteria for your category, as well as the conditions of entry. Ensure you meet them before nominating.

## Tell your story

All questions in the selection criteria have been crafted to encourage you to tell the story of your vocational education and training success. What have you done? How have you achieved it? A strong nomination uses practical examples and provides evidence of your achievements.

Consider some of the points you might want to raise and draft dot points outlining what you want to cover under each criterion.

## Ask for help and feedback

As you build your nomination, show your draft to your employer, a mentor or trainer at your training organisation, a family member or a school VET coordinator – and ask for honest feedback.

You may want to prepare your responses to the selection criteria and save in a Word document (or equivalent) before copying into the appropriate sections of your online application.

## 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 can attach.

## Keep your writing clear and simple

Avoid using slang, jargon or too many acronyms. Use plain English and keep your language simple, clear, and concise, and always write in the first person. For example, say 'I' or 'we' contributed to a project.

## Avoid repetition

Check your application to make sure you have answered all the questions. Ensure you provide new information in each response.

## Select strong supporting documents

A letter, certificate, qualification, written reference from your employer and/or teacher, trainer, or assessor, testimonial, photograph etc. can add value to your application as evidence of your success.

Make sure you reference attachments in your nomination and make sure you do not exceed the number of attachments permitted for your category.

## Final check

Ask someone to proofread your application – in particular, to check for spelling and grammar. Once that has been completed, make sure you review the final draft before submitting it.

Make sure you do a final check of your overall nomination; make sure you:

- ▶ meet all the eligibility criteria and will be able to comply with the conditions of entry
- ▶ have addressed all selection criteria related to your category
- ▶ have included all information needed to submit your application, including your attachments and certification
- ▶ have referenced all attachments in your nomination.

## Australian Training Awards

Please note the written nomination you submit for the 2024 South Australian Training Awards will be the same one that is used for judging for the 2024 Australian Training Awards, should you progress to become a finalist in the national Awards program. Judging will be based on your written application.

Remember: you will be competing with the very best nominees from other states and territories – take the time to prepare a quality nomination.



*“Winning the VET Teacher/Trainer of the Year award has been a defining moment in my career and filled me with immense pride. It has reignited my passion for VET and strengthened my determination to contribute to shaping the future of vocational education.*

*The award has opened doors to invaluable professional development opportunities. Representing South Australia at the national level was more than just a recognition: it was an opportunity to engage myself in the latest innovations, skills, and training methodologies within the VET sector. The connections made during this experience have been transformative, enabling me to collaborate with like-minded professionals and explore new perspectives.”*

**Simon Lucas**

2023 SA Training Awards VET Teacher/Trainer of the Year



# Eligibility and Selection Criteria

## Individual Categories

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

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 nationally recognised qualification.

The award recognises the student has been outstanding in all aspects of their training.

The winner of this award will represent South Australia at the Australian Training Awards.

## Eligibility criteria

### You must:

- ▶ identify as being of Aboriginal or Torres Strait Islander descent
- ▶ have completed or be due to complete your training in a course that leads to a nationally recognised outcome or qualification
- ▶ 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.

## Preparing your nomination

### Section A: Overview

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

**(Limit: 300 words)**

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

## Section B: Selection Criteria

### Criterion 1 : Career and study achievements

Consider things such as:

- ▶ why you chose your course
- ▶ how it has changed or impacted you
- ▶ what you have gained from it
- ▶ any challenges that you have overcome during your training.

**(Limit: 400 words)**

### Criterion 2 : Team and communication skills

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

- ▶ what you tell your family, friends, employer/s, workmates and others 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:

- ▶ when you have taken a leadership role inside or outside of training and/or 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 : Community engagement

You may wish to include information about:

- ▶ how you are connected with your community and/or extended family
- ▶ how the training has impacted your community
- ▶ the 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
- ▶ your achievements in areas other than study and work.

**(Limit: 400 words)**

## Attachments

Up to **five** single A4 page attachments to be provided at a 100 percent ratio, with one document per page.

These may include copies of training and education certificates, certificates of completion, certificates and awards, letters of reference or photographs of you in your workplace or at your training organisation.

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.

The winner of this award will represent South Australia at the Australian Training Awards.

## Eligibility criteria

### You must:

- ▶ have completed or be due to complete your apprenticeship (i.e. contract end date) in the period from 1 September 2023 to 31 August 2024, 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 the South Australian Skills Commission.

## Preparing your nomination

### Section A: Overview

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

**(Limit: 300 words)**

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

## Section B: Selection Criteria

### Criterion 1 : Career and study achievements

Consider things such as:

- ▶ why you chose your course
- ▶ how it has changed or impacted you
- ▶ what you have gained from it
- ▶ what you have 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 tell your family, friends, employer/s, workmates and others 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:

- ▶ when you have taken a leadership role inside or outside of training and/or 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:

- ▶ 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 workplace
- ▶ other qualities you have or activities you have undertaken that you feel would be useful in your role as Apprentice of the Year
- ▶ any community work or industry involvement you have had.

**(Limit: 400 words)**

## Attachments

Up to **five** single A4 page attachments to be provided at a 100 percent ratio, with one document per page.

These may include copies of training and education certificates, certificates of completion, certificates and awards, letters of reference or photographs of you in your workplace or at your training organisation.

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 qualification or above 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.

The winner of this award will represent South Australia at the Australian Training Awards.

## Eligibility criteria

### You must:

- ▶ be undertaking/completing a Certificate II qualification or above through an Australian school-based apprenticeship or traineeship
- ▶ be enrolled in school at the time of nomination
- ▶ have a Contract of Training registered with the South Australian Skills Commission.

## Preparing your nomination

### Section A: Overview

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

**(Limit: 300 words)**

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

## Section B: Selection Criteria

### Criterion 1 : Career and study achievements

Consider things such as:

- ▶ why you chose your course
- ▶ how it has changed or impacted you
- ▶ what you have gained from it
- ▶ how your job has 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 tell your family, friends, employer/s, workmates, teachers, classmates and others 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:

- ▶ when you have taken a leadership role inside or outside of training and/or 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:

- ▶ 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 and/or workplace
- ▶ other qualities or activities you feel would be useful in your role as School-based Apprentice or Trainee of the Year
- ▶ any community work or industry involvement you have had.

**(Limit: 400 words)**

## Attachments

Up to **five** single A4 page attachments to be provided at a 100 percent ratio, with one document per page.

These may include copies of training and education certificates, certificates of completion, certificates and awards, letters of reference or photographs of you in your workplace or at your training organisation.

# 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.

The winner of this award will represent South Australia at the Australian Training Awards.

## Eligibility criteria

### You must:

- ▶ have completed or be due to complete your traineeship (i.e. contract end date) in the period from 1 September 2023 to 31 August 2024, 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 the South Australian Skills Commission.

## Preparing your nomination

### Section A: Overview

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

**(Limit: 300 words)**

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

### Section B: Selection Criteria

#### Criterion 1 : Career and study achievements

Consider things such as:

- ▶ why you chose your course
- ▶ how it has changed or impacted you
- ▶ what you have gained from it
- ▶ what you have 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 tell your family, friends, employer/s, workmates and others 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:

- ▶ when you have taken a leadership role inside or outside of training and/or 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:

- ▶ how you have addressed 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
- ▶ other qualities you have or activities you have undertaken that you feel would be useful in your role as Trainee of the Year
- ▶ any community work or industry involvement you have had.

**(Limit: 400 words)**

## Attachments

Up to **five** single A4 page attachments to be provided at a 100 percent ratio, with one document per page.

These may include copies of training and education certificates, certificates of completion, certificates and awards, letters of reference or photographs of you in your workplace or at your training organisation.



*“Winning SA Trainee of the Year has instilled me with pride and an overwhelming sense of recognition. It has opened doors to progress my career and take on my next role. I’m motivated to continue to strive for excellence in my profession. I’ve also completed further studies, confident that I’m on the right path.*”

*Nominating for the training awards is a great opportunity to showcase your achievements through training. It’s a chance for self-growth and reflection. Be true to your journey in sharing not only your accomplishments but also your story!”*

**Rachael Kelly**

2023 SA Training Awards Trainee of the Year  
2021 SA Training Awards School-based Trainee of the Year

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.

The winner of this award will represent South Australia at the Australian Training Awards.

## 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 2023 to 31 August 2024 in a training course that leads to a nationally recognised outcome or qualification relevant to the Vocational Student of the Year.

## Preparing your nomination

### Section A: Overview

Provide a short 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)**

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

## Section B: Selection Criteria

### Criterion 1 : Career and study achievements

Consider things such as:

- ▶ why you chose your course
- ▶ how it has changed or impacted you
- ▶ what you have gained from it
- ▶ what you have 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 tell your family, friends, employer/s, workmates and others 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:

- ▶ when you have taken a leadership role inside or outside of training and/or 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:

- ▶ how you have addressed 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
- ▶ other qualities you have or activities you have undertaken that you feel would be useful in your role as Vocational Student of the Year
- ▶ any community work or industry involvement you have had.

**(Limit: 400 words)**

## Attachments

Up to **five** single A4 page attachments to be provided at a 100 percent ratio, with one document per page.

These may include copies of training and education certificates, certificates of completion, certificates and awards, letters of reference or photographs of you in your workplace or at your training organisation.

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 learners at a registered training organisation (RTO), or in partnership with an RTO.

The winner of this award will represent South Australia at the Australian Training Awards.

## 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/will have delivered training during the period 1 January 2023 to 31 December 2024 that has led or will lead to nationally recognised qualifications or Statements of Attainment under the Australian Qualifications Framework
- ▶ be endorsed by the employing RTO
- ▶ provide evidence of their teacher/trainer qualification with the nomination.

## Preparing your nomination

### Section A: Overview

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

**(Limit: 300 words)**

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

## Section B: Selection Criteria

### Criterion 1 : Excellence and initiatives

Consider:

- ▶ the involvement you have had in the development of new learning methodologies, training delivery and/or assessment
- ▶ describe an initiative you have implemented that has led to innovation and/or improvement in your delivery and/or assessment practice
- ▶ how you have shared the outcomes of your innovation and/or improvement with your colleagues
- ▶ the impact of these initiatives and/or 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 and/or assessment strategies
- ▶ providing examples of where you have initiated a new idea, activity etc. in response to feedback
- ▶ providing examples of the learner, industry, or community feedback mechanisms you use.

**(Limit: 600 words)**

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

Consider:

- ▶ how you maintain and grow your VET and industry skills and knowledge
- ▶ how you support others to develop their VET and industry skills and knowledge
- ▶ providing examples of your engagement with other VET professionals.

**(Limit: 600 words)**

### Criterion 4 : Links with industry and community

Consider:

- ▶ how you implement active links with industry and the community
- ▶ the major issues confronting the industry sector/s your program engages with
- ▶ how you believe VET helps address these issues
- ▶ the level of engagement you have with industry and professional bodies
- ▶ how you promote VET in industry and the community.

**(Limit: 600 words)**

## Attachments

Up to **five** single A4 page attachments to be provided at a 100 percent ratio, with one document per page.

These may include copies of training and education certificates, certificates of completion, certificates and awards, letters of reference or photographs of you in your workplace or you working with industry or the community.

# Lifetime Achievement Award



The Lifetime Achievement Award is presented in recognition of an individual's outstanding leadership and contribution to the South Australian VET and skills sector for more than 15 years.

This leadership and contribution may have been linked to an innovation, new knowledge, or ways to improve professional practice deemed to be above and beyond the everyday, with a long-lasting impact within the sector.

## This award has specific nomination procedures and eligibility:

- ▶ Nominations must be made on behalf of an individual; individuals cannot self-nominate for this award category.
- ▶ Nominees do not need to be currently employed to be eligible for this award.
- ▶ An individual nominated for the award becomes an enduring nominee and, if not successful initially, are eligible for consideration for this award in subsequent years.
- ▶ A post-humous nomination can be made for this award.
- ▶ The South Australian Skills Commission and the Minister for Education, Training and Skills may nominate individuals for this award.

Nominations for this award will be assessed by the South Australian Skills Commission against the eligibility and selection criteria. A shortlist of candidates will be referred to the Minister for Education, Training and Skills for selection of the award winner. Nominees will be notified if they have been selected as the recipient of the award and will be presented at the South Australian Training Awards Gala Presentation.

## Eligibility criteria

### Nominations follow similar eligibility criteria used for the Australian Training Awards.

The nominated individual must:

- ▶ have an established history of distinguished service to the VET and skills sector (15 years or more, of sustained service)
- ▶ have made a positive and lasting contribution to the VET and skills sector
- ▶ be recognised by other industry, training, education or employer groups; and have the respect of professional peers
- ▶ be acknowledged as having reached a pinnacle of their profession or industry
- ▶ have demonstrated, over an extended period, a contribution that has included either research, industry achievement, professional leadership and/or service to the VET and skills community
- ▶ have demonstrated high-level personal integrity
- ▶ have exhibited leadership and provided inspiration to others in the VET and skills sector
- ▶ positively influenced the VET and skills sector in South Australia
- ▶ have made significant and fundamental contributions and be able to demonstrate a lifetime commitment to the VET and skills sector.

## Preparing the nomination

### Section A: Overview

Provide a short overview of the person, their achievements, and the reason for the nomination.

**(Limit: 400 words)**

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

## Section B: Selection Criteria

### Criterion 1 : History of service

Consider the nominee's history of service to the VET and skills sector – in particular, positions of leadership the nominee has held, such as on boards or as chair of committees. Any other known history in the sector, such as participation on committees and workgroups, and any examples of the nominee representing the VET and skills sector officially with other organisations or at state, national or international meetings. Additionally, consideration is given to an individual's broader contributions to the VET and skills sector.

**(Limit: 800 words)**

### Criterion 2 : Significant contribution and positive influence on the VET and skills sector

Consider the nominee's significant contribution to the advancement of VET practice and skills development, including teaching or training positions or programs, awards or recognition from professional or industry groups and institutions, and/or innovative approaches to challenges. How will the nominee's story inspire others to higher standards in their work or to raise the communities' perception of the VET and skills sector?

**(Limit: 800 words)**

### Criterion 3 : Leadership

Consider the nominee's leadership in the field of VET and skills, including positively influencing policy or practice on a state, national or international level. This may include government committees and workgroups, advocacy, senior positions, other training, mentoring or committee participation. How have they 'made a difference' in some way?

**(Limit: 800 words)**

## Attachments

Up to **three** single A4 pages of relevant evidence may be provided **for each criterion** as an attachment. These attachments may be used to highlight a point made in the application and should be clearly referenced within the criterion response.



*“Being recognised as the 2023 Large Training Provider of the Year has validated the quality of our training and business model. It has fostered a sense of pride and motivation among our staff and acknowledges our achievements, hard work and dedication.*

*Our students, employers and stakeholders – our biggest supporters – are proud to be part of an award-winning college; we’ve seen a significant increase in enquiries and enrolments since winning the award.*

*If you are considering nominating, get started now! Get your team involved to brainstorm ideas, share success stories, and innovations that you can showcase in your application. Don’t sell yourself short. And if you don’t win, take the constructive advice, and try and improve for next year.”*

**Danielle Persico, Quality College of Australia**

2023 Large Training Provider of the Year



# Eligibility and Selection Criteria

## Organisational Categories

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

# Industry Collaboration

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

The winners of this award are nominated to enter a shortlisting process for the Australian Training Awards.

## Eligibility criteria

### The collaboration 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 that leads to formal qualifications or Statements of Attainment under the Australian Qualifications Framework.

Please note: 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.

Nominations will not be accepted from organisations operating under a contractual 'partnership' agreement.

## Preparing your nomination

### Section A: Overview

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)**

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

## Section B: Selection Criteria

### Criterion 1 : Outstanding practice of the collaboration

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

Consider:

- ▶ the basis of the collaboration partners' agreement that has proven to be successful
- ▶ specific training and skills needs addressed by the collaboration
- ▶ the exemplary or innovative aspects that are a feature of the industry collaboration.

**(Limit: 800 words)**

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

Consider:

- ▶ examples of excellence in training and assessment delivered via the industry collaboration
- ▶ training outcomes achieved, including qualifications and/or skill sets awarded
- ▶ improvements in the quality of learning, teaching/ training 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, and the collaborating organisations and the broader training system
- ▶ improvements in the processes/procedures of all collaborating organisations that have been implemented
- ▶ contribution/s to social equity, especially those increasing the participation of people from groups under-represented in the industry or workplaces.

**(Limit: 800 words)**

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

Consider:

- ▶ the aspects, if any, of the collaboration that utilise government funding, and how the collaboration could be continued if government funding ceased
- ▶ how the outcomes of the collaboration could be replicated or modelled for other industries
- ▶ the quality improvements/performance evaluations of the collaboration that are in place and planned.

**(Limit: 800 words)**

## Attachments

Up to **ten** single A4 page attachments to be provided at a 100 percent ratio, with one document per page.

All attachments need to be referenced in the nomination.

# Small Employer of the Year

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

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

The winner of this award is nominated to enter a shortlisting process for the Australian Training Awards.

## Eligibility criteria

### Your organisation must:

- ▶ employ 99 or fewer full-time equivalent employees
- ▶ deliver to employees, nationally recognised vocational education and training that leads to formal qualifications or Statements of Attainment issued by a registered training organisation (RTO) under the Australian Qualifications Framework.

The South Australian Training Awards accepts applications from:

- ▶ individual employers
- ▶ 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.

Nominations will not be accepted from organisations whose core business is VET (these organisations may consider nominating for either the Large or Small Training Provider of the Year categories).

# Preparing your nomination

## 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)**

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

## Section B: Selection Criteria

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

Consider:

- ▶ your involvement in designing training and/or assessment 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 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 wellbeing of your employees (briefly describe the personal VET achievements of a few of your staff)
- ▶ training has improved your relationships with clients
- ▶ training has improved the productivity and profitability of your business
- ▶ you measure the benefits of training
- ▶ training will improve your business in the future
- ▶ 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 and assessment 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** single A4 page attachments to be provided at a 100 percent ratio, with one document per page.

All attachments need to be referenced in the nomination.

# Large Employer of the Year

The Large Employer of the Year Award recognises large businesses and enterprises that have achieved excellence in the provision of nationally recognised training to their employees.

The winner of this award is nominated to enter a shortlisting process for the Australian Training Awards.

## Eligibility criteria

### Your organisation must:

- ▶ employ 100 or more full-time equivalent employees
- ▶ deliver nationally recognised vocational education and training to your 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 applications from:

- ▶ individual employers
- ▶ a partnership between a single Host Employer and a single Group Training Organisation (joint application) – noting that host Employers or Group Training Organisations who nominate for the award are required to have their partner agree to the nomination.

Nominations will not be accepted from organisations whose core business is VET. These organisations may consider nominating for the Small or Large Training Provider of the Year categories.

## Preparing your nomination

### 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)**

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



## Section B: Selection Criteria

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

Consider:

- ▶ your involvement in designing training and/or assessment 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 wellbeing of your employees (briefly describe the personal VET achievements of a few of your staff)
- ▶ training has improved your relationships with clients
- ▶ training has improved the productivity and profitability of your business
- ▶ you measure the benefits of training
- ▶ 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 and assessment for your employees
- ▶ innovative methods that you use to create positive relationships or partnerships with others to enhance the effectiveness of your training and assessment
- ▶ innovative approaches that you use to encourage access to training for your employees (e.g. mentoring, e-learning, collaborative learning).

**(Limit: 800 words)**



*“As a volunteer organisation, winning this award has validated the quality of the training that we offer our members who are on the frontline, everyday, protecting their communities. It has reinforced the importance of training to national VET standards, and in ensuring safe systems of work but also in providing our volunteers with VET pathways that they may be able to use in their employment, careers and community work outside of volunteering with the SA Country Fire Service.*

*We’ve seen a huge boost in morale for our largely volunteer Trainer Assessors in recognising their contribution. Being a finalist in the Australian Training Awards and picking up the bronze has also been great.*

*If your organisation is thinking about nominating, it’s a great opportunity to take stock of your achievements and celebrate them.*

*The Awards highlight how much great work is occurring in South Australia: we have a lot to celebrate!”*

**Cassandra Curtis, SA Country Fire Service**

2023 winner of the Large Employer of the Year

## **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** single A4 page attachments to be provided at a 100 percent ratio, with one document per page.

All attachments need to be referenced in the nomination.



# 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.

The winner of this award is nominated to enter a shortlisting process for the Australian Training Awards.

## Eligibility criteria

### Your 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 VET is their core business
- ▶ have their Head Office located in South Australia.

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). These checks will inform the selection process of applicants to this award category.

## Preparing your nomination

### Section A: Business Summary

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

**(Limit: 500 words)**

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

## Section B: Selection Criteria

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

How do you provide high quality VET? For example, you may consider:

- ▶ how you demonstrate excellence and high-level performance in nationally recognised 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 VET needs? 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 and/or 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 and/or 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 and assessment

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

- ▶ details of creativity, innovation and excellence in the design, development and delivery of training and assessment
- ▶ 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 and/or assessment
- ▶ innovative approaches that you use to encourage access to training (e.g. mentoring, e-learning, collaborative learning).

**(Limit: 800 words)**

### Attachments

Up to **ten** single A4 page attachments to be provided at a 100 percent ratio, with one document per page.

All attachments need to be referenced in the nomination.

In addition, nominees for this category must submit:

1. Official documentation listing the qualifications on their Scope of Registration.
2. Evidence of the breakdown of 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.

# 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.

The winner of this award is nominated to enter a shortlisting process for the Australian Training Awards.

## Eligibility criteria

### Your 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 and assessment of VET is their core business.

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) These checks will inform the selection process of applicants to this award category.

## Preparing your nomination

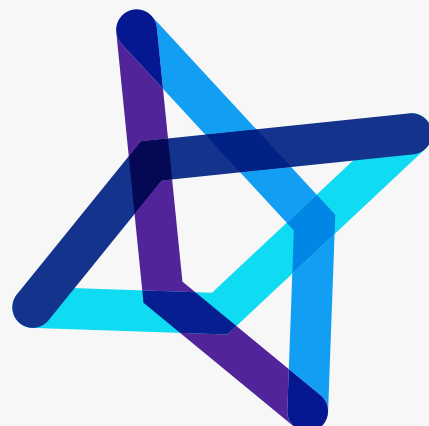
### Section A: Business Summary

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

**(Limit: 500 words)**

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



## Section B: Selection Criteria

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

How do you provide high-quality VET? For example, you may consider:

- ▶ how you demonstrate excellence and high-level performance in nationally recognised 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 VET needs? 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 and/or 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 and/or 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 and assessment

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

- ▶ details of creativity, innovation and excellence in the design, development and delivery of training and assessment
- ▶ 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 and assessment
- ▶ innovative approaches that you use to encourage access to training (e.g. mentoring, e-learning, collaborative learning).

**(Limit: 800 words)**

### Attachments

Up to **ten** single A4 page attachments to be provided at a 100 percent ratio, with one document per page.

All attachments need to be referenced in the nomination.

In addition, nominees for this category must submit:

1. Official documentation listing the qualifications on their Scope of Registration.
2. Evidence of the breakdown of 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.

# 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.

Please note this is a South Australia-only award category. Nominees are encouraged to consider submitting a direct entry to the Australian Training Awards in the School Pathways to VET Award category.

## Eligibility criteria

### Your organisation must:

- ▶ have delivered VET programs to secondary school students within the past two years
- ▶ have delivered VET programs based on national training packages or accredited courses that lead to qualifications or a Statement of Attainment under the Australian Qualifications Framework
- ▶ ensure VET programs are also based on the SACE Board register of accredited training for use in schools.

Collaborative ventures between schools and other VET stakeholders (including public and/or private RTOs and Group Training Organisations) are encouraged. One application will be accepted for collaborative ventures of this nature.

## Preparing your nomination

### Section A: Overview

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

**(Limit: 500 words)**

—

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

## Section B: Selection Criteria

### 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 as well as employment opportunities
- ▶ development of vocational skills as well as foundation skills
- ▶ innovative structure, content, delivery and assessment 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 VET; 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 levels
- ▶ 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; 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, transition 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; 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 among the schooling sector and broader community.

**(Limit: 800 words)**

## Attachments

Up to **ten** single A4 page attachments to be provided at a 100 percent ratio, with one document per page.

All attachments need to be referenced in the nomination.



# Excellence in Diversity



The South Australian Excellence in Diversity Award recognises an organisation that has demonstrated outstanding commitment to supporting students and/or employees in overcoming significant barriers or disadvantage to effectively participate in VET.

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

## Eligibility criteria

### Your organisation must be an organisation, enterprise, or registered training organisation (RTO) that:

- ▶ delivers or has achieved excellence in the provision of nationally recognised training that leads to a formal VET qualification in the period from 1 January to 31 December 2023

and/or

- ▶ delivers training that does not lead to nationally recognised formal qualifications (i.e. non-accredited training) in the period from 1 January to 31 December 2023.

Non-accredited training must contribute to increased employability, and applicants must demonstrate real and tangible employee outcomes.

Please note: Professional development training initiatives will not be accepted.

To nominate for this Award your organisation must have demonstrated success in supporting students or employees who have experienced significant barriers or disadvantage to effectively participate in VET. Your students and/or employees may have experienced the following barriers to participation:

- ▶ low level of education and skill development
- ▶ low literacy and numeracy skills
- ▶ disability
- ▶ be from culturally and linguistically diverse backgrounds, including refugees
- ▶ long-term unemployment
- ▶ health issues
- ▶ returning to the workforce following caregiving, family responsibilities or a change of circumstance.

Applicants to the South Australian Excellence in Diversity Award will be subject to quality assurance checks. The checks will inform the selection process of applicants to this State-based Awards category.

# Preparing your nomination

## Section A: Overview

Provide a brief overview covering why you are applying for this Award. Include a description of the training courses or qualifications you have offered, developed, or customised to support students and/or employees to overcome barriers to participating in VET.

**(Limit: 400 words)**

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

## Section B: Selection Criteria

### Criterion 1 : Challenges and barriers faced by your students and/or employees to accessing and participating in VET

Consider and explain:

- ▶ the circumstances that made accessing and participating in VET a challenge for your students and/or employees
- ▶ personal and/or career barriers that prevented your students and/or employees from training and securing sustainable employment or a career pathway
- ▶ how students and/or employees were motivated to start their VET studies
- ▶ challenges students and/or employees faced while completing their course/training
- ▶ strategies your organisation developed and used to ensure students and/or employees were able to successfully participate in VET.

**(Limit: 400 words)**

### Criterion 2 : Overcoming barriers

Consider:

- ▶ who or what motivated your students and/or employees (person or program)
- ▶ how innovation and excellence in design and delivery of training supported overcoming these barriers
- ▶ the role the training provider played and discuss how you used high quality and leading practice in VET to assist in overcoming participation barriers
- ▶ if students and/or employees thought about leaving their studies before they were completed
- ▶ strategies your organisation put in place to address this situation
- ▶ how students and/or employees were motivated to keep going.

**(Limit: 400 words)**

### Criterion 3 : How has VET benefited your students and/or employees?

Tell us about:

- ▶ what the organisation learnt and how the organisation put learnings into practice
- ▶ how the courses/training you developed assisted your students and/or employees
- ▶ the quality of your training and the 'training culture' you have established within your organisation
- ▶ the successes of your students and/or employees
- ▶ how many have secured employment, gone on to further training or are being recognised in their community or workplace.

**(Limit: 400 words)**

#### Criterion 4 : Goals for the future

Tell us about:

- ▶ Where to next? What are your plans to continue to grow your commitment to equity in training and to make a significant contribution and positive impact on students and/or employees who are from groups under-represented in employment, education and training.

(Limit: 400 words)

#### Attachments

Up to **ten** single A4 page attachments to be provided at a 100 percent ratio, with one document per page.

All attachments need to be referenced in the nomination.



*“RASAC is very proud to have been the 2023 Inaugural winner of the Excellence in Diversity Award. The award reinforces our commitment to providing training for our Indigenous workers who often miss out on training due to their remote location in very disadvantaged communities.*


*The best part of the Awards was attending the presentation ceremony, being among other organisations who share our passion for training, and seeing the difference that vocational education and training is making to the lives of so many across Australia.*


*Our success at the Awards has encouraged other organisations to follow our lead in providing more training to their Indigenous workers in very remote communities of Central Australia.”*

**Madonna Tomes,  
Regional Anangu Services Aboriginal Corporation (RASAC)**

Inaugural winner of the Excellence in Diversity Award

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