

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

2023 state winners of this category are nominated to enter a shortlisting process for the Australian Training Awards.

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.