



2018 SA Training Awards **Call for nominations**

www.satrainingsawards.sa.gov.au

#SATrainingAwards

  @TSCommission

  @StateDevSA



Introduction



In 2018 the South Australian Training Awards will once again recognise exceptional achievement in our state's vocational education and training (VET) sector.

The awards acknowledge and reward individuals and organisations that excel in training and in delivering training. Successful individuals will be recognised for their potential and will have the opportunity to boost their careers, while organisations will be recognised and rewarded for innovative and professional approaches to training. This year there are 11 awards, including six individual awards and five organisation awards.

Individual awards

- Aboriginal and Torres Strait Islander Student of the Year
- Apprentice of the Year
- School-based Apprentice of the Year
- Trainee of the Year
- Vocational Student of the Year
- VET Teacher/Trainer of the Year

Organisation awards

Business

- Industry Collaboration
- Small Employer of the Year
- Medium Employer of the Year
- Large Employer of the Year

Registered training organisation

- Training Provider of the Year

2018 key dates

12 February - Nominations open

19 March - Information sessions

9 April - Nominations close

May/June - Judging process

2 July - Dinner ticket sales open

7 September - South Australian Training Awards presentation dinner, Adelaide Entertainment Centre

15 November - Australian Training Awards presentation dinner, Sydney

The South Australian Training Awards are hosted by the Training and Skills Commission and supported by the Department of State Development.



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Further information

For more information about the South Australian Training Awards visit www.satrainigawards.sa.gov.au

The website includes frequently asked questions that will answer the most commonly asked questions about the awards process.

If you need assistance completing your nomination form, please contact the Awards Executive Officer at SATA@sa.gov.au or **8226 3462**

Applications must be submitted by
5pm on 9 April 2018 via
<https://satrainig.awardsplatform.com>

Information sessions

Two information sessions will be held on 19 March 2018 to provide practical advice on how to prepare your application and maximise your chance of winning an award.

Previous winners will share tips on preparing an effective nomination and talk about how winning an award has propelled their careers and businesses to new heights. An experienced consultant will be on hand to offer advice on how to prepare an application.

Individual awards

If you would like to apply for an individual award you can attend the information session that will focus on the individual categories.

Monday 19 March 2018

9.00am – 10.30am

Education Development Centre

Milner Street, Hindmarsh SA

Organisation awards

If you would like to apply for an organisation award you can attend the information session that will focus on the Industry Collaboration award, the Training Provider and Employer awards.

Monday 19 March 2018

11.00am – 12.30pm

Education Development Centre

Milner Street, Hindmarsh SA

To register your attendance, visit <https://2018satainfo.eventbrite.com.au>

Enquiries, phone Awards Executive Officer **8226 3462**



How to enter the 2018 South Australian Training Awards

Preparing your nomination

1. Review the eligibility criteria

2. Ensure you are nominating in the correct category

3. Read and agree to the conditions of entry

4. Register on the home page of Award Force to create an account

5. Gather relevant details and start building your application

6. Address the selection criteria

- Prepare your nomination addressing Section A, Overview and Section B, Criteria.
- Nominees must submit an overview and respond to each element of the criteria, within the word limit and with the option to include attachments.
- Completed nomination form must be submitted via <https://satraining.awardsplatform.com> by 5.00pm, Monday 9 April 2018

Completing and submitting your nomination form

In 2018, all applications must be submitted online via the online Award Force nomination portal.

You must register on the home page to create an account, after which you will receive a confirmation email and must verify your email address before you can begin the application. Once you have confirmed your email you can start your application, save it and go back in and edit it at any time during the application period.

It is important that you complete all of the sections before submitting your application. Once you submit the application, you cannot make any additional changes.

You will receive a confirmation email on receipt of your nomination.

Attachments

- Attachments can be included for both individual and organisation categories.
- Please ensure copies of your training and education certificates, certificates of completion, copies of certificates and awards that support your nomination and/or letters of reference are included with your submission.
- No multimedia items or discs will be accepted with nominations.
- Any material exceeding the maximum number of attachments will not be passed on to the judging panels.
- We encourage a letter of support be obtained from your employer, RTO or school if self-nominating.
- We encourage students who nominate to obtain support from individual's RTO, and/or teacher/trainer.

Total number of attachments:

Individual categories: Up to five (5) single A4 page attachments are permitted, each attachment to be provided at 100 per cent ratio, one document per page.

Organisation categories: Up to ten (10) single A4 page attachments are permitted, each attachment to be provided at 100% ratio, one document per page.

Applications must be submitted by **5pm on 9 April 2018** via

<https://satraining.awardsplatform.com>

Tips for preparing an application

The key to success is making your application stand out from others.

Local and national judges are experienced at identifying individuals and organisations that stand out from the crowd. That means a quality application that is clear and concise and addresses all selection criteria.

Remember, the judges don't know you or your organisation, and you have to convince them that you are a worthy winner.

To help you to impress the judges, here are a few tips to help you write a stand-out entry:

1. Start today

Give yourself enough time to write the entry—don't leave it until the last minute! A rushed application won't show you at your best.

Applications close 5.00pm, Monday 9 April 2018. Ensure you determine how much time you need to allocate to each criterion to get your application completed by this date.



2. Tell your story

Read the general conditions of entry and the selection criteria carefully. Make sure you address all the selection criteria for the relevant category. The questions in the application are crafted to allow you to tell your training success story.

Consider the points you want to raise and draft an outline of what you want to cover under each criterion. For example:

- what have you done?
- how have you achieved it?
- what practical examples or evidence do you have to support it?
- do you have any other relevant achievements?
- what gives you the edge over other nominees?

Before you fill in the gaps, give it to your employer, RTO, family member or other respected person(s) to review, then go through each criterion one by one and fill out the dot points.

3. Pay attention to the word and attachment limit

Check the specific conditions of entry to see how many words you can use for each criterion and the total quantity of supporting documents you can submit. Keep your answers concise. Focus on giving practical examples and evidence to support your statements.

4. Language

Don't use slang or jargon or too many acronyms. Keep your language simple, clear and concise. Use plain English—that is, everyday language — and don't overuse capitals, italics, or underlined/bold text.

5. Proofread

Show the first draft of the full application to your employer/RTO or staff members and ask them to be honest and constructive in their feedback. Ask someone to check the final draft for spelling and grammar errors. Do a final check for spelling and grammar mistakes before you submit.

6. Pick strong supporting documents

Choose supporting documents—a letter, certificate, photo, etc.—that supports the claims in your application. Make sure any attachments are high quality.

7. Avoid repetition

Check your application to make sure you've answered the questions without repeating the same information—and don't cut and paste from another question.

8. Think big

Remember that winning one of the South Australian Training Award categories and progressing to the Australian Training Awards means you become a national finalist, representing the state.

9. Australian Training Awards

The application you submit for the South Australian Training Awards will be used in the national judging and you won't be able to make any changes or amendments to your application. When you write your application, remember it will compete with other state and territory finalists' applications if you are the state winner.

Checklist

Before you submit your application, check:

- your eligibility for your category and make sure you have provided all required certification
- you have addressed all the selection criteria relating to the category you are applying for
- you have all the information to submit your application, including your attachments
- you understand and agree to the conditions of entry.

Privacy note

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

Conditions of entry

By entering the 2018 South Australian Training Awards, you agree to the following conditions of entry.

You must meet the specific eligibility requirements of the applicable category.

Closing date for entries is **5.00pm, Monday 9 April 2018**. No extensions will be provided.

Applications may be made:

- between 12 February – 9 April 2018
- by an individual, public or private sector organisations, groups or businesses involved in vocational education and training (VET)
- to more than one direct entry category (not applicable for individual categories).

All nominees should:

- be an Australian citizen or a permanent resident of Australia, reside in South Australia, and meet all eligibility criteria
- if an organisation, be registered in Australia, with an Australian Business Number
- if an RTO, declare their organisation has no current compliance issues with the regulator (ASQA) or the Skills and Employment Division (Department of State Development) and no adverse issues with a government contract as part of their online nomination
- if an employer, declare that their organisation has no adverse issues with any government contracts
- agree to being nominated, if not self-nominating
- advise SA Training Awards if they are under 18 years of age at the time of application
- comply with workplace health, privacy, safety and industrial relations legislation
- note that finalists may be visited at the location of their training as part of the judging process
- be prepared and able to meet with the judging panel if selected as a finalist
- note that a photographer may visit them at the location of their training to take photographs for use at the awards presentation dinner and to promote VET
- not nominate for any other state or territory in the nominating year
- be eligible for entry according to specific award category criteria – non-compliance with entry criteria will be sufficient grounds for the Training and Skills Commission (the Commission) to reject the nomination

- be prepared to attend all interviews in person as required and to undergo all preparations that the Commission or its nominee shall deem necessary for the awards
- be able to attend an individual award interview on the 4 June 2018
- be able to host organisation award interviews and a site visit at your workplace in May/June 2018
- be accompanied by a responsible parent or guardian at the presentation dinner on 7 September 2018 if under the age of 18
- if selected as a finalist, attend the awards presentation dinner on 7 September 2018
- if selected as a state winner, attend the professional development workshop prior to the Australian Training Awards, 22 October 2018
- enter on the understanding that the Commission or its nominee reserves the right to alter, vary and/or modify any prize or condition of entry and reserves the right to make any new conditions
- abide by the decisions of the Commission or its nominee, whose decision shall be final on all matters pertaining to the award – no correspondence or justification for any decision shall be required of the Commission.

All applications will:

- meet the specific eligibility requirements of the category for which they are applying
- address the selection criteria
- be factually correct
- refer to a service, program or training that meets the Australian Qualifications Framework standards
- refer to a current VET activity, or VET activities undertaken within two years of the closing date
- be written using plain English
- not exceed the word or attachment limit.

All applicants understand and agree that:

- when an application does not meet the eligibility requirements of the award category, it will not be considered by the judging panel
- only one application for any joint program will be accepted

- decisions of the judging panel are final
- late applications will not be accepted
- failure of an applicant to follow any lawful direction of the Commission, or its nominee, shall mean instant disqualification and instant forfeiture of any award, whether or not any award benefit has commenced, has not commenced, or has commenced but has not been completed
- no nominee shall have any right to seek compensation or otherwise claim for compensation and the nomination form is submitted on the express understanding that the candidate waives any right to claim for compensation
- if any award winner receives a prize and is subsequently discovered to be ineligible for the award, the Commission reserves the right to recover the prize from the nominee
- all individual award winners will automatically be entered in the Australian Training Awards (where appropriate award categories apply)
- award winners must be able to represent South Australia at the Australian Training Awards in Sydney, with travel and accommodation costs covered for national finalists - national student finalists will be required to take leave from work or study commitments for the entire week from 12 -16 November 2018, including the awards dinner on 15 November
- award winners must be committed to promoting and being involved with ongoing promotion of the awards into the following year, for example participating on judging panels and speaking opportunities
- the Commission, the Department of State Development, Australian Training Awards and the Department of Education and Training reserve the right to use all or part of any material generated (photographs, film footage, application submissions) for the purpose of the publication online, in print or other broadcast media, for use in publicity, promotional materials or campaigns
- the Department of State Development or any of its employees are eligible to apply for any award with the exclusion of staff directly involved in marketing and communications, or staff involved with the judging process.

An opportunity to shine

Australian Training Awards 2017 Vocational Student of the Year winner, Event Coordinator Rachele Boyle overcame many obstacles to inspire the next generation of training stars.

An Event Coordinator at the Adelaide Convention Centre, Rachele was named the South Australian Vocational Student of the Year before going on to take out the national award.

"To anyone who's thinking about applying for the South Australian Training Awards, I say absolutely do it!" she says.

"It was a great journey, you'll experience so much. It's important to focus on your story, what makes you unique and what you have achieved.

"Winning the national award was a really big surprise but I think I stood out because I demonstrated how driven and dedicated I am, how passionate I am about the vocational education and training sector and where it can take you."

An ambassador for the event and tourism industry, Rachele wants to share her story about overcoming challenges and early obstacles and how she unexpectedly found the area she was passionate about, to inspire young people about a career in VET.

"I'd like to mentor at TAFE and high schools, helping people who don't know what to do for a career. I'm interested in talking about my journey and giving tips and tricks to help people – I'll take any opportunity that is presented."

Apply now at www.satrainingsawards.sa.gov.au



Selection process

Judging of the South Australian Training Awards is conducted by panels chaired by a Training and Skills Commission member together with individuals who have extensive experience in training and industry sectors. The selection process will consist of two stages.

Individual awards

STAGE 1

- Each written application will be assessed against the selection criteria to determine the short-listed applicants.
- All applicants will be advised about whether they have been short-listed.

STAGE 2

- Each of the short-listed applicants will need to attend an interview (in person) with the judging panel. Interviews will be conducted on 4 June 2018.
- The judging panel may select up to four finalists, which will include one winner for each award category.
- The decision of the judging panel is final and no correspondence will be entered into.

Organisation awards

STAGE 1

- Each written application will be assessed against the selection criteria to determine the short-listed applicants.
- All applicants will be advised about whether they have been short-listed.

STAGE 2

- Arrangements will be made with short-listed candidates for a visit by the judging panel to their workplace at an agreed time during early May/June 2018.
- The judging panel will validate the written application by gathering further information to assist them in selecting one award winner.
- The judging panel may select up to four finalists, which will include one winner for each award category.
- The decision of the judging panel is final and no correspondence will be entered into.

Presentation dinner

A presentation dinner will be held on Friday 7 September 2018 at the Adelaide Entertainment Centre.

Each finalist will receive two complimentary tickets to the presentation dinner. Additional tickets will be available for purchase in July 2018. It is a requirement that all finalists be present on the night.

Winners receive a trophy and certificate.

Individual winners go on to represent South Australia at the Australian Training Awards, while organisations will go through a short-listing process.





Angelina Odevilas

2017 Aboriginal and Torres Strait Islander Student of the Year



Aboriginal and Torres Strait Islander Student of the Year Award

The Aboriginal and Torres Strait Islander Student of the Year Award recognises the achievement of an Aboriginal or Torres Strait Islander student who displays a strong understanding and knowledge of the vocational education and training system and demonstrates the relevance of lifelong learning for themselves and their community.

Eligibility

You must:

- identify as an Aboriginal or Torres Strait Islander
- be a permanent resident of Australia
- meet the criteria of the School-based Apprentice of the Year award, or the Vocational Student of the Year award, or the Apprentice of the Year award, or the Trainee of the Year award.

2018 state winners of this category are automatically nominated for the Australian Training Awards and will compete at the national level.

Preparing your application

Section A: Overview

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

(limit: 300 words)

Note:

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

Section B: Applicants will be judged against the following criteria

Criterion 1: Career and study achievements

Criterion 2: Communication, team and leadership skills

Criterion 3: Ability to represent the national training system at a broader level

Criterion 4: Other pursuits

Addressing the criteria

In developing your application, you must respond to the four criteria. The dot points listed under each criterion are provided to give you an idea of what to include in your application.

Criterion 1: Career and study achievements

Consider things such as:

- any personal or career gains you have achieved from participating in your studies and your job
- how you can demonstrate your understanding of the value of learning
- how you have integrated on-the-job and off-the-job training and what benefits this has held.

(limit: 400 words)

Criterion 2: Communication, team and leadership skills

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

- effective oral and written communication
- your level of self-reliance and resilience in times of challenge
- effective team participation
- leadership and promotion of your training, industry or other things you are involved in
- your capacity to be an effective ambassador for your industry, community and Australia.

(limit: 400 words)

Criterion 3: Ability to represent the national training system at a broader level

Tell us about:

- any knowledge or understanding you have gained of new developments and trends in your workplace or industry and the vocational education and training system
- any messages you have to encourage others who are interested in entering your training pathway.

(limit: 400 words)

Criterion 4: Other pursuits

You may wish to include information about your:

- achievements in areas other than study and work
- involvement in the community
- awareness of current social, economic and political issues.

(limit: 400 words)

Attachments

Up to five (5) single sided A4 page attachments are permitted, each attachment to be provided at 100 per cent ratio, one document per page.

Laura Pivovarovff
2017 Apprentice of the Year



Apprentice of the Year Award

The Apprentice of the Year Award is presented to an apprentice who has been outstanding in all aspects of their trade.

Eligibility

You must:

- have completed or be due to complete your training (i.e. contract end date) in the period 1 October 2017 – 31 August 2018* in a training course that leads to a nationally recognised outcome or qualification relevant to the award you are applying for
- have a contract of training registered with your relevant state training authority
- be a permanent resident of Australia.

2018 state winners of this category are automatically nominated for the Australian Training Awards and will compete at the national level.

*the time for completion of studies may alter for each individual state or territory.



Preparing your application

Section A: Overview

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

(limit: 300 words)

Note:

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

Section B: Applicants will be judged against the following criteria

Criterion 1: Career and study achievements

Criterion 2: Communication, team and leadership skills

Criterion 3: Ability to represent the national training system at a broader level

Criterion 4: Other pursuits

Addressing the criteria

In developing your application, you must respond to the four criteria. The dot points listed under each criterion are provided to give you an idea of what to include in your application.

Criterion 1: Career and study achievements

Consider things such as:

- any personal or career gains you have achieved from participating in your studies and your job
- how you can demonstrate your understanding of the value of learning
- how you have integrated on-the-job and off-the-job training and what benefits this has held.

(limit: 400 words)

Criterion 2: Communication, team and leadership skills

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

- effective oral and written communication
- your level of self-reliance and resilience in times of challenge
- effective team participation
- leadership and promotion of your training, industry or other things you are involved in
- your capacity to be an effective ambassador for your industry, community and Australia.

(limit: 400 words)

Criterion 3: Ability to represent the national training system at a broader level

Tell us about:

- any knowledge or understanding you have gained of new developments and trends in your workplace or industry and the vocational education and training system
- any messages you have to encourage others who are interested in entering your training pathway.

(limit: 400 words)

Criterion 4: Other pursuits

You may wish to include information about your:

- achievements in areas other than study and work
- involvement in the community
- awareness of current social, economic and political issues.

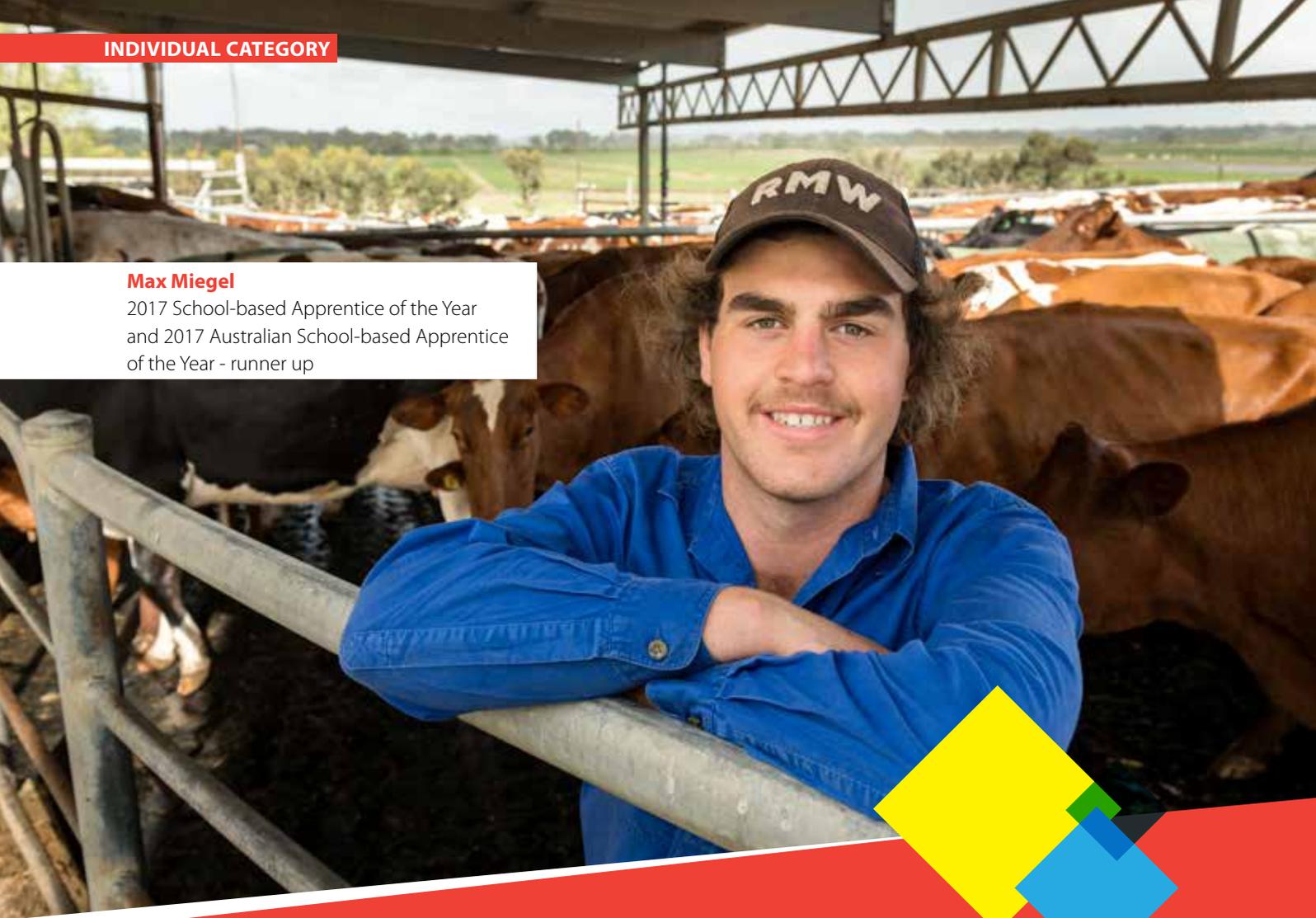
(limit: 400 words)

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Max Miegel

2017 School-based Apprentice of the Year
and 2017 Australian School-based Apprentice
of the Year - runner up



School-based Apprentice of the Year Award

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

Eligibility

You must:

- be undertaking/completing a Certificate II or above qualification through an Australian school-based apprenticeship (apprenticeship or traineeship)
- be still enrolled at school
- be a permanent resident of Australia.

2018 state winners of this category are automatically nominated for the Australian Training Awards and will compete at the national level.



Preparing your application

Section A: Overview

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

(limit: 300 words)

Note:

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

Section B: Applicants will be judged against the following criteria

Criterion 1: Career and study achievements

Criterion 2: Communication, team and leadership skills

Criterion 3: Ability to represent the national training system at a broader level

Criterion 4: Other pursuits

Addressing the criteria

In developing your application, you must respond to the four criteria. The dot points listed under each criterion are provided to give you an idea of what to include in your application.

Criterion 1: Career and study achievements

Consider things such as:

- description of work placements and the skills learnt
- reasons for choosing an Australian school-based apprenticeship
- how an Australian school-based apprenticeship is assisting in employment, career and training plans

- competency results.

(limit: 400 words)

Criterion 2: Communication, team and leadership skills

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

- effective oral and written communication
- your level of self-reliance and resilience in times of challenge
- effective team participation
- leadership and promotion of your training, industry, school or other things you are involved in
- your capacity to be an effective ambassador for your industry, community and Australia.

(limit: 400 words)

Criterion 3: Ability to represent the national training system at a broader level

Tell us about:

- any knowledge or understanding you have gained of new developments and trends in your workplace or industry and the vocational education and training system
- any messages you have to encourage others who are interested in entering your training pathway.

(limit: 400 words)

Criterion 4: Other pursuits

You may wish to include information about:

- your achievements in areas other than study and work
- your involvement in the community
- letters and/or certificates acknowledging your involvement or achievements.

(limit: 400 words)

Attachments

Up to five (5) single sided A4 page attachments are permitted, each attachment to be provided at 100 per cent ratio, one document per page.

**Sandy Beaton**

2017 Trainee of the Year



Trainee of the Year Award

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 time for completion of studies may alter for individual state or territory requirements.

Eligibility

You must:

- have completed or be due to complete your training (i.e. contract end date) in the period 1 October 2017 – 31 August 2018* in a training course that leads to a nationally recognised outcome or qualification relevant to the award you are applying for
- have a contract of training registered with your relevant state training authority
- be a permanent resident of Australia.

2018 state winners of this category are automatically nominated for the Australian Training Awards and will compete at the national level.

Preparing your application

Section A: Overview

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

(limit: 300 words)

Note:

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

Section B: Applicants will be judged against the following criteria

Criterion 1: Career and study achievements

Criterion 2: Communication, team and leadership skills

Criterion 3: Ability to represent the national training system at a broader level

Criterion 4: Other pursuits

Addressing the criteria

In developing your application, you must respond to the four criteria. The dot points listed under each criterion are provided to give you an idea of what to include in your application.

Criterion 1: Career and study achievements

Consider things such as:

- any personal or career gains you have achieved from participating in your studies and your job
- how you can demonstrate your understanding of the value of learning
- how you have integrated on-the-job and off-the-job training and the benefits this has held.

(limit: 400 words)

Criterion 2: Communication, team and leadership skills

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

- effective oral and written communication
- your level of self-reliance and resilience in times of challenge
- effective team participation
- leadership and promotion of your training, industry or other things you are involved in
- your capacity to be an effective ambassador for your industry, community and Australia.

(limit: 400 words)

Criterion 3: Ability to represent the national training system at a broader level

Tell us about:

- any knowledge or understanding you have gained of new developments and trends in your workplace or industry and the vocational education and training system
- any messages you have to encourage others who are interested in entering your training pathway.

(limit: 400 words)

Criterion 4: Other pursuits

You may wish to include information about your:

- achievements in areas other than study and work
- involvement in the community
- awareness of current social, economic and political issues.

(limit: 400 words)

Attachments

Up to five (5) single sided A4 page attachments are permitted, each attachment to be provided at 100 per cent ratio, one document per page.

ADELAIDE CONVENTION

Rachelle Boyle

2017 Vocational Student of the Year and
2017 Australian Vocational Student of the Year - winner



Vocational Student of the Year Award

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

Eligibility

You must:

- be a full-time or part-time student but not an Australian apprentice (apprentice or trainee)
- have completed or be due to complete your training (i.e. contract end date) in the period 1 October 2017 – 31 August 2018* in a training course that leads to a nationally recognised outcome or qualification relevant to the award you are applying for
- nominate in the state or territory where the training is being delivered
- be a permanent resident of Australia.

2018 state winners of this category are automatically nominated for the Australian Training Awards and will compete at the national level.

*the time for completion of studies may alter for individual state or territory requirements.

Preparing your application

Section A: Overview

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

(limit: 300 words)

Note:

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

Section B: Applicants will be judged against the following criteria

Criterion 1: Career and study achievements

Criterion 2: Communication, team and leadership skills

Criterion 3: Ability to represent the national training system at a broader level

Criterion 4: Other pursuits

Addressing the criteria

In developing your application, you must respond to the four criteria. The dot points listed under each criterion are provided to give you an idea of what to include in your application.

Criterion 1: Career and study achievements

Consider things such as:

- any personal or career gains you have achieved from participating in your studies and your job
- how you can demonstrate your understanding of the value of learning
- how you have integrated on-the-job and off-the-job training and what benefits this has held.

(limit: 400 words)

Criterion 2: Communication, team and leadership skills

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

- effective oral and written communication
- your level of self-reliance and resilience in times of challenge
- effective team participation
- leadership and promotion of your training, industry or other things you are involved in
- your capacity to be an effective ambassador for your industry, community and Australia.

(limit: 400 words)

Criterion 3: Ability to represent the national training system at a broader level

Tell us about:

- any knowledge or understanding you have gained of new developments and trends in your workplace or industry and the vocational education and training system
- any messages you have to encourage others who are interested in entering your training pathway.

(limit: 400 words)

Criterion 4: Other pursuits

You may wish to include information about your:

- achievements in areas other than study and work
- involvement in the community
- awareness of current social, economic and political issues.

(limit: 400 words)

Attachments

Up to five (5) single sided A4 page attachments are permitted, each attachment to be provided at 100 per cent ratio, one document per page.



Michael Jenkinson
2017 VET Teacher/Trainer of the Year



VET Teacher/Trainer of the Year Award

The VET Teacher/Trainer of the Year Award will recognise innovation and excellence by a trainer/teacher providing nationally recognised training to students at a registered training organisation (RTO), or in partnership with an RTO.

*As determined by the Australian Qualifications Framework.

Eligibility

To nominate for the award the applicant must:

- be a qualified (as determined by the Standards for RTOs 2015) teacher/trainer employed (or regularly contracted) by an RTO
- have delivered training in the state or territory of the nomination (for some period) from 1 January 2017 to 31 December 2017 that will lead or has led to nationally recognised qualifications or Statements of Attainment under the Australian Qualifications Framework national training system.

All applications must be endorsed by the RTO and evidence of qualification* must be submitted with the application.

2018 state winners of this category are automatically nominated for the Australian Training Awards and will compete at the national level.

Preparing your application

Section A: Overview

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

(limit: 300 words)

Note:

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

Section B: Applications will be judged against the following criteria

Criterion 1: Excellence and innovation

Criterion 2: Student focus/outcomes

Criterion 3: Professionalism and commitment to VET teaching and learning

Criterion 4: Links with industry and/or community

Addressing the criteria

In developing your application, you must respond to the four criteria. The dot points listed under each criterion are provided to give you an idea of what to include in your application.

Criterion 1: Excellence and innovation

Consider:

- your contribution to improving the national training system through sharing teaching practices and displaying leadership outside your own teaching department or vocational area
- your contribution to a body of knowledge through articles, speaking engagements or visits to other organisations
- your students' or clients' results, including unexpected results, or results that have industry-wide or community-wide significance
- your ability to work outside your area of experience and move into different roles
- your innovative methods of instruction and communication
- implementation of information communication technology, for example through e-learning.

(limit: 600 words)

Criterion 2: Student focus/outcomes

Consider:

- learning methodologies you used to engage students, including those with special needs (if relevant) and evidence of these for a variety of student cohorts
- student engagement, including innovative methods of communication and validation
- successful student learning outcomes, including data relating to results, completion and participation in a range of courses and certificates
- systems and processes for collecting information on student needs and satisfaction
- actions in response to information on student needs and satisfaction to improve your teaching and training practices.

(limit: 600 words)

Criterion 3: Professionalism and commitment to VET teaching and learning

Tell us about:

- groups you have convened to support professional development
- association memberships
- referee reports
- how you have maintained ethical standards
- your contribution to maintaining particular initiatives that support teaching and learning
- when you have acted as a mentor or guide for others
- professional development you have undertaken in relation to current vocational, teaching and learning practices
- how you have maintained knowledge of current issues and trends
- any voluntary activities you have undertaken relevant to professional activities.

(limit: 600 words)

Criterion 4: Links with industry and/or community

Consider:

- how you have engaged with other VET teaching and learning professionals within and external to your organisation
- personal or professional industry engagement or testimonials relating to student achievements or outcomes
- personal or professional community engagement or testimonials relating to students' achievements or outcomes.

(limit: 600 words)

Attachments

Up to five (5) single sided A4 page attachments are permitted, each attachment to be provided at 100 per cent ratio, one document per page.



**Murraylands Food Alliance (MFA) Jobs
4 Murraylands, Regional Development
Australia, Murraylands and Riverland Inc
(Murraylands Food Alliance)**
2017 Industry Collaboration Award

Industry Collaboration Award

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

Eligibility

To nominate for the Industry Collaboration Award:

- at least one party must be an industry organisation (e.g. employer, enterprise, group of enterprises, industry association, industry advisory body, trade union or professional association)
- at least one party must be delivering nationally recognised training or directly contributing to the outcomes of nationally recognised training which leads to formal qualifications or Statements of Attainment under the Australian Qualifications Framework.

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

2018 state winners of this category are nominated to enter a short-listing process for the Australian Training Awards.

Collaboration versus partnership

A 'collaboration' is where two or more parties work together to achieve shared goals. A 'partnership' is a business structure where two or more parties enter a contractual relationship in which they can legally share profits, risks and losses according to terms set out in their partnership agreement. The key difference between a partnership and collaboration is that parties who work collaboratively do not necessarily need to be bound contractually.

This award is to recognise outstanding collaborations, not partnerships.

Preparing your application

Section A: Overview

Provide an overview of the collaboration, including:

- the 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 to the collaboration.

(limit: 500 words)

Note:

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

Section B: Applicants will be judged against the following criteria

Criterion 1: Outstanding practice of the collaboration

Criterion 2: Achievements of the collaboration for training

Criterion 3: Training impacts of the collaboration

Criterion 4: Sustainability and future of the collaboration

Addressing the criteria

In developing your application, you must respond to the four criteria. The dot points listed under each criterion are provided to give you an idea of what to include in your application.

Criterion 1: Outstanding practice of the collaboration

Describe the extent to which the collaboration goes above and beyond standard practice in training and skills development. For example, you may consider:

- excellence in training
- unique, exemplary or innovative aspects
- e-learning initiatives
- transformation of participants' lives
- contribution to advancing the industry or community in which it operates.

(limit: 800 words)

Criterion 2: Achievements of the collaboration for training

Consider:

- training outcomes achieved, including qualifications and skill sets awarded
- improvements in the quality of learning and assessment
- creation of new or improved career pathways and opportunities
- contribution to social equity, especially increasing the participation of people from groups under-represented in the industry or workplaces generally
- can the outcome of the collaboration be replicated or modelled for other industries.

(limit: 800 words)

Criterion 3: Training impacts of the collaboration

Consider benefits to the:

- employer or industry body and its employees
- organisation delivering nationally recognised training
- individuals involved in the collaboration
- community and/or region
- industry and/or industry sector
- relevant Training Authority and the broader training system
- improvements in the processes and procedures of all collaborating organisations.

(limit: 800 words)

Criterion 4: Sustainability and future of the collaboration

Consider:

- potential for the collaboration to be sustained in the future
- systems of quality improvement that are being used by the collaboration
- performance evaluations of the collaboration that are in place and planned
- the collaboration's contribution to environmental sustainability
- capacity for the collaboration to be replicated
- plans for expansion or adoption in other settings.

(limit: 800 words)

Attachments

Up to ten (10) single A4 page attachments are permitted, each attachment to be provided at 100 per cent ratio, one document per page.



Small Employer of the Year Award

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

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

Eligibility

To nominate for this award, an organisation must employ 19 or fewer full-time equivalent employees.

The SA Training Awards will accept joint applications from:

- a group training organisation partnering with a host employer
- a host employer partnering with a group training organisation.

Nominations will not be accepted from:

- branch offices of larger enterprises (NB: franchisees may nominate if their training activities are organised independently of the franchise group) and/or
- organisations whose core business is the delivery of vocational education and training (these organisations may consider nominating for the Training Provider of the Year Award).

2018 state or territory winners of this category are nominated to enter a short-listing process for the Australian Training Awards.

Preparing your application

Section A: Overview

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)

Note:

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

Section B: Applicants will be judged against the following criteria

Criterion 1: Extent and quality of training for employees

Criterion 2: Employee outcomes

Criterion 3: Business outcomes

Addressing the criteria

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

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

Criterion 1: Extent and quality of training for employees

Describe the training that your small business is involved in. Include:

- the qualifications or courses that your employees are undertaking
- number of employees actively engaged in training
- the training organisation that are delivering the training
- briefly, tell the story of an innovative training approach you are using (e.g. mentoring, e-learning, collaborative learning).

(limit: 800 words)

Your training organisation could assist you with this criterion.

Criterion 2: Employee outcomes

How has training benefited your employees? Include examples of:

- how training has improved the well-being of your employees
- how training has improved the productivity of your employees
- an employee who has particularly benefited from training.

(limit: 800 words)

Criterion 3: Business outcomes

How has training benefited your business? Include:

- how training has improved your relationships with clients
- how training has improved the productivity and profitability of your business
- an example of how your business has grown as a result of training.

(limit: 800 words)

Attachments

Up to ten (10) single sided A4 page attachments are permitted, each attachment to be provided at 100 per cent ratio, one document per page.



Barry Maney Group

2017 Medium Employer of the Year

Medium Employer of the Year Award

The Medium Employer of the Year Award recognises a medium enterprise that has achieved excellence in the provision of nationally recognised training to its employees.

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

Eligibility

To nominate for this award, an organisation must employ 20 or more, but less than 200, full-time equivalent employees.

The SA Training Awards will accept joint applications from:

- a group training organisation partnering with a host employer
- a host employer partnering with a group training organisation.

NB: Nominations will not be accepted from organisations whose core business is the delivery of vocational education and training (these organisations may consider nominating for the Training Provider of the Year Award).

2018 state or territory winners of this category are nominated to enter a short-listing process for the Australian Training Awards.

Preparing your application

Section A: Overview

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)

Note:

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

Section B: Applicants will be judged against the following criteria

Criterion 1: Extent and quality of training for employees

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

Criterion 3: Integration of training into business planning

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

Criterion 5: Commitment to equity in training

Addressing the criteria

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

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

Criterion 1: Extent and quality of training for employees

Consider:

- your involvement in designing training specifically for your business, either alone or in partnership with training organisations
- the qualifications or courses that your employees are undertaking
- the percentage of your employees who are actively engaged in training
- hours per month (average) that your employees spend in training
- how you integrate on-the-job and off-the-job training.

(limit: 800 words)

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

Consider:

- how training has improved the productivity and well-being of your employees (briefly describe the personal training achievements of a few of your staff)
- how training has improved your relationships with clients
- how training has improved the productivity and profitability of your business
- how you measure the benefits of training
- how training will improve your business in the future.

(limit: 800 words)

Criterion 3: Integration of training into business planning

Consider:

- the training aims of your business
- the 'training culture' that you have established within your business
- how training fits into your workforce development and business planning
- how you have formalised an ongoing commitment to training
- how you find out about the training needs of your employees.

(limit: 800 words)

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

Consider:

- details of creativity, innovation and excellence in the design, development and delivery of training for your employees
- innovative methods that you use to create positive relationships or partnerships with others to enhance the effectiveness of your training
- innovative approaches that you use to encourage access to training for your employees (e.g. mentoring, e-learning, collaborative learning).

(limit: 800 words)

Criterion 5: Commitment to equity in training

Consider:

- the training you have made available to employees who are from groups under-represented in employment, education and training (such as people with disabilities, indigenous people, people from non-English speaking backgrounds, people in older age groups, people living in remote areas)
- the number of these employees who have actively engaged in training
- the number of these employees who have actively trained for managerial or supervisory jobs
- the training programs that have been specifically designed for these employees.

(limit: 800 words)

Attachments

Up to ten (10) single sided A4 page attachments are permitted, each attachment to be provided at 100 per cent ratio, one document per page.



Treasury Wine Estates – Bilyara Packaging Centre
2017 Large Employer of the Year

Large Employer of the Year Award

The Large Employer of the Year Award recognises a large enterprise that has achieved excellence in the provision of nationally recognised training to its employees.

Nationally recognised training refers to training that is based on a national training package or accredited course which results in a person receiving a formal qualification or Statement of Attainment issued by a registered training organisation. This includes Australian Apprenticeships.

Eligibility

To nominate for this award, an organisation must employ 200 or more full-time equivalent employees.

The SA Training Awards will accept joint applications from:

- a group training organisation partnering with a host employer
- a host employer partnering with a group training organisation.

NB: Nominations will not be accepted from organisations that provide vocational education and training as their core business. These organisations may consider nominating for the Training Provider of the Year Award.

2018 state or territory winners of this category are nominated to enter a short-listing process for the Australian Training Awards.

Preparing your application

Section A: Overview

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)

Note:

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

Section B: Applicants will be judged against the following criteria

Criterion 1: Extent and quality of training for employees

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

Criterion 3: Integration of training into business planning

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

Criterion 5: Commitment to equity in training

Addressing the criteria

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

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

Criterion 1: Extent and quality of training for employees

Consider:

- your involvement in designing training specifically for your business, either alone or in partnership with training organisations
- the qualifications or courses that your employees are undertaking
- your training expenditure as a percentage of annual payroll
- the percentage of your employees who are actively engaged in training
- hours per month (average) that your employees spend in training
- how you integrate on-the-job and off-the-job training.

(limit: 800 words)

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

Consider:

- how training has improved the productivity and well-being of your employees (briefly describe the personal training achievements of a few of your staff)
- how training has improved your relationships with clients
- how training has improved the productivity and profitability of your business
- how you measure the benefits of training
- how training will improve your business in the future.

(limit: 800 words)

Criterion 3: Integration of training into business planning

Consider:

- the training aims of your business
- the training culture that you have established within your business
- how training fits into your workforce development and business planning
- how you have formalised an ongoing commitment to training
- how you find out about the training needs of your employees.

(limit: 800 words)

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

Consider:

- details of creativity, innovation and excellence in the design, development and delivery of training for your employees
- innovative methods that you use to create positive relationships or partnerships with others to enhance the effectiveness of your training
- innovative approaches that you use to encourage access to training for your employees (e.g. mentoring, e-learning, collaborative learning).

(limit: 800 words)

Criterion 5: Commitment to equity in training

Consider:

- the training you have made available to employees who are from groups under-represented in employment, education and training (such as people with disabilities, indigenous people, people from non-English speaking backgrounds, people in older age groups, people living in remote areas)
- the number of these employees who have actively engaged in training
- the number of these employees who have actively trained for managerial or supervisory jobs
- the training programs that have been specifically designed for these employees.

(limit: 800 words)

Attachments

Up to ten (10) single sided A4 page attachments are permitted, each attachment to be provided at 100 per cent ratio, one document per page.

Training Provider of the Year Award

In 2018, the Small and Large Training Provider of the Year award categories will be combined to form a singular award category, Training Provider of the Year.

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

If the winner meets the eligibility criteria for Small Training Provider of the Year (delivering less than 50 qualifications, listed on its scope of registration) it will be nominated for the Australian Training Awards Small Training Provider of the Year award category. If the winner meets the eligibility criteria for Large Training Provider of the Year (delivering more than 50 qualifications, listed on its scope of registration) it will be nominated for the Australian Training Awards Large Training Provider of the Year award category.

Eligibility

To nominate for this award, an organisation must:

- be a registered training organisation that delivers vocational education and training as its core business
- be delivering qualifications which are listed on its scope of registration
- apply in the state or territory where the majority of the training is being delivered, and the application must focus on the training delivered in that state or territory.

Preparing your application

Section A: Overview

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

(limit: 500 words)

Note:

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

Section B: Applicants will be judged against the following criteria

Criterion 1: Leading practice in vocational education and training

Criterion 2: Strategic planning processes

Criterion 3: Student, employer and market focus

Criterion 4: Human resource capability

Criterion 5: Partnerships and links

Addressing the criteria

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

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

Criterion 1: Leading practice in vocational education and training

How do you provide exceptional vocational education and training?

For example, you may consider:

- how you demonstrate excellence and high level performance in national training arrangements
- how you demonstrate creativity and innovation in the design and development of your processes and techniques (operational or educational)
- how you provide creative and innovative solutions to emerging training needs
- the systems you have in place to manage, evaluate and enhance your VET products and services
- how you undertake continuous improvement and apply quality controls within your organisation.

(limit: 800 words)

Criterion 2: Strategic planning processes

How do you plan and coordinate vocational education and training?

For example, you may consider:

- details of the external environment in which your organisation operates and its relationship to state/territory and national policies and priorities
- the systems you have in place for planning and communicating purpose, vision, goals, values and core business strategies (and for creating alignment across your whole organisation)
- the role of your leadership team in strategic planning
- how your planning processes embrace innovation and change, including your capacity to plan for (and adapt to) future changes in vocational education and training
- how you engage with ongoing VET policy reforms, including your capacity to implement change as a consequence of reform initiatives
- how you ensure the sustainability of your operations, including your understanding of risk and risk management.

(limit: 800 words)

Criterion 3: Student, employer and market focus

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

- your knowledge of – and how you respond to – students, employers and markets, including the systems you have in place for collecting and analysing data on client needs and expectations
- how you identify and attract new clients and new markets, and how you address these without impacting the sustainability of your operations
- how you collect and analyse data on student outcomes and completions
- how you measure success (e.g. outcome and completion data, satisfaction surveys, independent validations and evaluations, industry recognition, business outcomes from training activity)
- how you encourage access to your VET products and services, and the success you have achieved in meeting the needs of equity groups.

(limit: 800 words)

Criterion 4: Human resource capability

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

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

(limit: 800 words)

Criterion 5: Partnerships and links

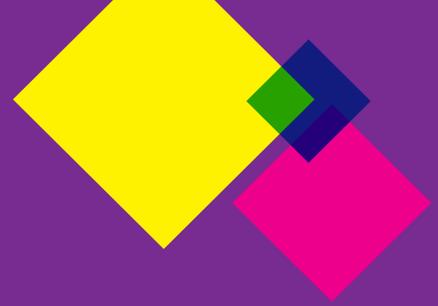
How do you establish genuine partnerships and network links to support vocational education and training? For example, you may consider:

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

(limit: 800 words)

Attachments

Up to ten (10) single sided A4 page attachments are permitted, each attachment to be provided at 100 per cent ratio, one document per page.



Australian Training Awards

The Australian Training Awards are the peak national awards for the vocational education and training sector, recognising individuals, businesses and registered training organisations for their contribution to skilling Australia.

The majority of the awards are the culmination of the state and territory awards, with winners from each state and territory eligible to compete at the national level in aligned categories.

Winners of the national awards will be announced at the Australian Training Awards presentation dinner on Thursday 15 November 2018 in Sydney.

In addition to the categories articulating through the South Australian Training Awards, the Australian Government presents an additional five categories closing on Wednesday 31 May.

In 2018 these categories are:

National Achievement Award

Excellence in Language, Literacy and Numeracy Practice Award

Australian Apprenticeships – Employer Award

School Pathways to VET Award

International Training Provider of the Year

Applications for these categories are submitted via direct entry to the Australian Training Awards through the SA Training Awards website. For further information about these categories email the Australian Training Awards Secretariat at: australian.trainingawards@education.gov.au

Key dates

Nominate directly to the Australian Training Awards

Open: 1 December 2017 **Close:** 31 May 2018

Finalists and unsuccessful applicants notified

July 2018

Finalists attend a judging interview in Sydney

14 November 2018

The winner is announced at the Australian Training Awards presentation dinner in Sydney NSW

15 November 2018

To be eligible to apply for one of the direct entry categories, applicants must understand and agree to the following conditions of entry. They must also meet the specific eligibility requirements of the applicable category.

Conditions of entry

To be eligible to apply for one of the direct entry categories, applicants must understand and agree to the following conditions of entry. They must also meet the specific eligibility requirements of the applicable category.

Applications may be made:

- 1 December 2017 – 31 May 2018
- by self (where permitted), an individual, public or private sector organisations, groups or businesses involved in vocational education and training (VET)
- to more than one direct entry category.

All applicants should:

- be an Australian citizen or be a permanent resident of Australia if an individual nominee
- be registered in Australia, with an Australian Business Number if an organisation
- agree to being nominated, if not self-nominating
- advise the Australian Training Awards if they are under 18 years of age at the time of application
- comply with workplace health, privacy, safety and industrial relations legislation
- note that finalists may be visited at the location of the training as part of the judging process
- be prepared and able to meet with the judging panel if selected as a finalist
- note that a photographer may visit them at the location of the training to take photographs for use at the awards presentation and to promote VET

- note that the Australian Training Awards presentation event will be held in Sydney NSW on Thursday 15 November 2018 and that all finalists must attend this event
- be living at the time of their application (Lifetime Achievement Award nominees excluded).

All applications will:

- meet the specific eligibility requirements of the category for which they are applying
- address the selection criteria
- be factually correct
- refer to a service, program or training that meets the Australian Qualifications Framework standards
- refer to a current VET activity, or VET activities undertaken within two years of the closing date (Lifetime Achievement Award and National Achievement Award nominees excluded)
- not exceed the word or page limit.

All applicants understand and agree that:

- when an application does not meet the eligibility requirements of the award category, it will not be considered by the judging panel
- only one application for any joint program will be accepted
- decisions of the judging panel are final

- late applications will not be accepted
- the Australian Training Awards and the Department of Education and Training reserve the right to use all or part of any material generated (photographs, film footage, application submissions) for the purpose of the Australian Training Awards for publication online, in print or other broadcast media, for use in publicity, promotional materials or campaigns related to Australian VET
- the organisation or collaboration has no current compliance issues with the regulator and no adverse issues with any government contracts.

Selection process

Applications undergo a rigorous short-listing process by a judging panel comprising government, industry and vocational education and training representatives. Nominations are short-listed to three finalists.

Short-listed individuals will be informed they are finalists by the Australian Training Awards Secretariat after finalists have been determined. Non-short-listed individuals will also be notified.

Excellence in Language, Literacy and Numeracy Practice Award

The Excellence in Language, Literacy and Numeracy (LLN) Practice Award recognises innovation and excellence by an individual involved in improving LLN skills in an educational, community or workplace context.

Applications can be made by relevant individuals or organisations (e.g. colleagues, professional bodies, students, employers, industry or community representatives) or through self-nomination.

Eligibility

To be eligible for the award, the nominated LLN practitioner ('the Nominee') must meet the conditions of entry requirements and:

- have appropriate qualifications to deliver training to adult learners, as required by the Standards for Registered Training Organisations (RTOs) 2015
- have at least 12 months of professional experience in adult LLN training provision and/or have completed a post-graduate LLN qualification*
- have been involved in the provision of LLN training to adult learners (for some period) in the last 12 months.

**Post-graduate LLN qualifications include the Graduate Diploma of Adult Language, Literacy and Numeracy Practice (TAE80113); and the Graduate Diploma of Adult Language, Literacy and Numeracy Leadership (TAE80213).*

Preparing your application

Section A: Overview

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

Note: This information will not be considered or used for short-listing or judging purposes, but it may be used as a summary throughout the Awards process.

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

Criterion 1: Excellence and innovation in LLN delivery

Criterion 2: Student focus/outcomes

Criterion 3: Professionalism, leadership and collegiality

Criterion 4: Links with industry and/or community

Addressing the criteria

This information will be considered and used for short-listing and judging purposes.

Criterion 1: Excellence and innovation in LLN delivery

How has the nominee demonstrated excellence and innovation in their approach to the design and delivery of adult LLN programs in the classroom or workplace?

Criterion 2: Student focus/outcomes

How has the nominee's LLN teaching practice impacted positively on students or clients?

Criterion 3: Professionalism, leadership and collegiality

How has the nominee demonstrated professionalism and leadership in LLN practice?

Criterion 4: Links with industry and/or community

How does the nominee work to ensure that they respond to the needs of industry and the broader community?

Australian Apprenticeships - Employer Award

The Australian Apprenticeships - Employer Award recognises those employers who have made innovative improvements in training which provide beneficial outcomes for their apprentices and/or trainees in Australia and to their local community.

Eligibility

To nominate, an organisation must:

- meet the conditions of entry requirements
- be an employer of an Australian Apprentice (apprentice or trainee) at some time between 1 January 2017 and 30 April 2018.

Please note: The apprenticeship or traineeship must be formalised under a contract of training.

The Australian Training Awards will accept joint applications from:

- a group training organisation partnering with a host employer
- a host employer partnering with a group training organisation.

Nominations will not be accepted from organisations whose core business is the delivery of vocational education and training (these organisations may consider nominating for either the Large or Small Training Provider of the Year Award).

Preparing your application

Section A: Overview

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

Business details

Provide a range of key details of your business.

Business summary

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

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

Criterion 1: Innovation in the delivery of training for apprentices/trainees

Criterion 2: Links with training organisations and the community

Criterion 3: Apprentice/trainee outcomes

Criterion 4: Business outcomes

Addressing the criteria

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

Criterion 1: Innovation in the delivery of training for apprentices/trainees

How have you demonstrated innovation in your approach to the design and delivery of training for apprentices/trainees?

Criterion 2: Links with training organisations and the community

How have you partnered or collaborated with training organisations and the broader community to deliver innovative training and skill outcomes?
How have you met the skills required within the local community?

Criterion 3: Apprentice/trainee outcomes

How has your approach to training impacted positively on individual apprentices/trainees?

Criterion 4: Business outcomes

How has your approach to training impacted positively on the business?

International Training Provider of the Year Award

The International Training Provider of the Year Award recognises a registered training organisation that has demonstrated outstanding achievement in all aspects of vocational education and training to full-fee paying international students in Australia and overseas.

Eligibility

To nominate for this award, an organisation must:

- meet the conditions of entry requirements
- be a registered training organisation for which the delivery of vocational education and training is the core business
- deliver nationally recognised training programs to full-fee paying international students onshore and offshore.

Preparing your application

Section A: Overview

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

Organisational details

Provide a range of key details of your business.

Organisational summary

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

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

Criterion 1: Leading practice in international and transnational education

Criterion 2: Market focus

Criterion 3: Student and employer focus

Criterion 4: Staff focus

Addressing the criteria

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

Criterion 1: Leading practice in international and transnational education

How do you offer exceptional vocational education and training (VET) to international students, both onshore and offshore?

Criterion 2: Market focus

How do you monitor, engage with and respond to international and transnational education markets?

Criterion 3: Student and employer focus

How do you monitor, engage with and respond to international students and their employers, both onshore and offshore?

Criterion 4: Staff focus

How do you build the capacity of your workforce to meet the skill needs of international students, both onshore and offshore?

School Pathways to VET Award

The School Pathways to VET Award recognises eligible organisations including schools, registered training organisations (RTOs), group training organisations, industry bodies and employers that have collaboratively delivered one (or more) excellent vocational education and training (VET) programs to secondary school students.

Eligibility

To nominate, an organisation must:

- meet the conditions of entry requirements
- have delivered VET programs to secondary school students within the past two years.

Please note:

The VET programs must be based on national training packages or accredited courses that lead to qualifications or Statements of Attainment under the Australian Qualifications Framework.

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

Preparing your application

Section A: Overview

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

Organisational details

Provide a range of key details of your business.

Organisational summary

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

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

Criterion 1: Leading practice in vocational education and training

Criterion 2: Strategic planning processes

Criterion 3: Student and staff focus

Criterion 4: Employer and community focus

Addressing the criteria

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

Criterion 1: Leading practice in vocational education and training

How does your school implement VET?

Criterion 2: Strategic planning processes

How does your school plan, coordinate and resource VET?

Criterion 3: Student and staff focus

How does your school measure the success of VET?

Criterion 4: Employer and community focus

How does your school establish collaborative VET partnerships?

National Achievement Award

The National Achievement Award is presented in recognition of an individual's outstanding leadership and contribution to the Australian VET sector for up to 25 years. This may be a new innovation, new knowledge, or ways to improve professional practice deemed to be above and beyond the everyday with a long lasting positive influence and impact in the sector.

Eligibility

The National Achievement Award recognises an individual who has:

- an established history of distinguished service to the vocational education and training (VET) sector
- made a lasting contribution to VET practice
- exhibited leadership and provided inspiration to others in the VET sector
- positively influenced VET on a state, national or international level.

Selection of the nominee is made on the basis of the candidate's significant, fundamental contributions to the VET sector (whether in research, leadership, mentorship or other) and the lasting impact of these contributions to the sector.

Please note that self-nominations will be considered ineligible.

Nominees should have:

- made a positive impact on the VET sector (t either state/territory or national level)
- earned recognition by other industry, training, education or employer groups;
- the respect of professional peers
- demonstrated, over an extended period of time a contribution which has included either research, industry achievement, professional leadership and service to the VET community
- personal integrity
- up to 25 years of service to VET (if the nominee has 25 years or more of sustained service to vocational education and training, consider nominating for the Lifetime Achievement Award).

Nominations must meet the Conditions of Entry.

Note: Nominees must be currently working in the Australian VET sector to be eligible for this award.

Preparing your application

Section A: Overview

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

This information will not be considered or used for assessment purposes, but it may be used as a summary of the person throughout the Awards process.

(limit: 300 words)

Section B: Nominees will be assessed against the following criteria:

Criterion 1: History of service

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

Criterion 3: Leadership



Addressing the criteria

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

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

Criterion 1: History of service

- The nominee's history of service to the VET sector such as participation on committees and workgroups, and any examples of the nominee representing the VET sector officially as a liaison to other organisations or at state, national or international meetings.
- Provide examples to demonstrate the impact and outcomes achieved for the VET sector through the nominees involvement with boards, committees etc.

(limit: 800 words)

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

- The nominee's significant contribution(s) to the advancement of vocational education and training practice, including teaching or training positions or programs, awards or recognition from professional or industry groups and institutions, innovative approaches to difficulties. How will the nominee's story inspire others to higher standards in their work or to raise the communities' perception of the VET sector?
- Include evidence of how the nominee works to advance and champion VET.
- Provide examples of the significant contributions made to VET by the nominee.

(limit: 800 words)

Criterion 3: Leadership

- The nominee's leadership in the field of vocational education and training including, but not limited to, positively influencing policy or practice on a state, national or international level. This may include leadership roles on Government committees and workgroups, advocacy, senior positions, other training, mentoring or committee participation. How have they "made a difference" in some way?
- Provide examples to demonstrate how the nominee's leadership positively influences VET and has led to lasting impacts.

(limit: 800 words)

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Contact

If you need assistance completing your nomination form, please contact the Awards Executive Officer at SATA@sa.gov.au or **8226 3462**

Applications must be submitted by **5pm on 9 April 2018** via <https://satraining.awardsplatform.com>

The South Australian Training Awards are hosted by the Training and Skills Commission and supported by the Department of State Development.

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