# Nomination Information

## Community Training Initiative of the Year

The Community Training Initiative of the Year award recognises a community-based not-for-profit organisation delivering an initiative that provides assistance to Queenslanders who need support to gain the skills, experience and vocational education and training (VET) qualifications required to enter and stay in the workplace.

**Note:** This award is Queensland-based only.

## Eligibility criteria

To nominate, the organisation must be:

* a community-based organisation, based in Queensland, with not-for-profit objectives
* delivering services in Queensland
* able to demonstrate successful experience in providing tailored employment outcome-focused, community-based services and support to a range of participants, including young people, mature-age job seekers, Aboriginal and Torres Strait Islander people, people with disability, people re-entering the workplace and people from culturally and linguistically diverse backgrounds
* meet the conditions of entry.

## Nomination period and closing date

Nominations opened **early 2021** and will close on **Sunday 21 March 2021**.

You can begin preparing your nomination prior to the formal opening of the nomination period. Visit [www.desbt.qld.gov.au/training/qta/enter](http://www.desbt.qld.gov.au/training/qta/enter) to find out more.

Visit <https://bit.ly/QTA-EOI> to express your interest in nominating anytime. Our state and regional coordinators are here to help and can send you inspiration and tips to help you prepare your nomination even before nominations open at the start of each year. Visit [www.desbt.qld.gov.au/training/qta/about-the-awards/contact-us](http://www.desbt.qld.gov.au/training/qta/about-the-awards/contact-us) for coordinator contact details.

## How to prepare your nomination

Congratulations on choosing to nominate for the Queensland Training Awards. The key to a successful nomination is starting early – don’t leave it to the last minute or you may run out of time.

Visit [www.desbt.qld.gov.au/training/qta/enter](http://www.desbt.qld.gov.au/training/qta/enter) to learn more, including:

* how to prepare your nomination, including a nomination checklist, writing tips and examples of successful nominations
* conditions of entry
* contact details of regional coordinators, who are happy to assist you with your nomination
* how nominations are judged
* frequently asked questions.

## Creating an online nomination account

Nominations are submitted via the online nomination portal, which opens at the start of each year. Visit [www.desbt.qld.gov.au/training/qta](http://www.desbt.qld.gov.au/training/qta) for links to the portal.

You will need to create an account before submitting your nomination. New accounts can only be created, and nominations can only be submitted, during the nomination period.

Once you have created your account, you will receive a confirmation email and must verify your email address before you can begin a nomination. Once you have verified your email you can start your nomination, save it and go back and edit it at any time during the nomination period.

Please ensure your computer has JavaScript enabled, so you can take full advantage of the online nomination portal.

## Nomination sections

**SECTION A: OVERVIEW** *(Limit: 500 words)*

Provide a short overview, including a description of your organisation, its aims and objectives and the participant group it supports.

*Note: This overview* ***will not*** *be considered or used for judging purposes; it is only used to provide the judging panel with some background on your organisation. If you want any of the information from your overview assessed as part of your nomination, please make sure you also include it in your selection criteria responses.*

*Insert your response here*

*(Click into text box to start)*

**SECTION B: SELECTION CRITERIA** *(Limit: 800 words for each criterion)*

*Criterion 1:* Leading community-based, employment outcome-focused services and support

*Criterion 2:* Servicing community needs

*Criterion 3:* Strategies to assist participants

*Criterion 4:* Outcomes achieved

*Criterion 5:* Partnerships and links

**SECTION C: ATTACHMENTS**

Provide supporting material, such as:

* high-quality organisational logo, preferably in .EPS format **(mandatory)**
* newspaper/newsletter/magazine or articles
* photocopies of awards or certificates
* letters of support from partnering organisations such as local councils, employers and registered training organisations
* endorsements from participants
* publicity photos of achievements relevant to key aspects of your nomination.

Supporting material of **up to 5 attachments** may be included. Each attachment **must not exceed 10MB**. Accepted file types include JPG, JPEG, PNG, PDF, DOC, DOCX, XLS and XLSX. No multimedia items (e.g. YouTube videos) or discs will be accepted with nominations.

Nomination material that exceeds the maximum number of attachments **will not** be passed onto judging panels for assessment.

## Addressing selection criteria

In your nomination, you must present your information in a way that clearly addresses each criterion. Judging panels will be looking for evidence of how the activities of your organisation meet local skills needs and deliver positive skills development and sustainable employment outcomes for participants.

In developing your nomination, you may wish to take into account some of the considerations outlined below which are provided to give clarification of what may be relevant to include when writing against the criteria.

**CRITERION 1: Leading community-based, employment outcome-focused services and support** *(Limit: 800 words)*

How does the organisation provide exceptional services and support within its local community? You may wish to consider:

* how your organisation supports the community to build skills, addresses disadvantage, creates an inclusive society and engages local industry and employers
* how your organisation demonstrates its commitment to access and equity principles
* the creative and innovative solutions your organisation provides to identify community need, services gaps and employment opportunities
* the strong networks and collaborative partnerships your organisation has developed to better meet the needs of local communities and engage with local industry and employers.

*Insert your response here*

*(Click into text box to start)*

**CRITERION 2: Servicing community needs** *(Limit: 800 words)*

How does the organisation provide short-term and long-term benefits to the community? You may wish to consider:

* how your organisation demonstrates broad-based community support to deliver sustainable employment opportunities for disadvantaged job seekers
* how the activities of your organisation align to local labour market needs and employment trends (e.g. reference participation rates, unemployment rates, current vacancy rates, industry growth and local employment predictions)
* your organisation’s strong community presence within a local area, for example local knowledge, fostered networks and relationships and how these support your organisation’s achievements
* outlining the community benefits your organisation provides and what level of need there is in the community for the services you provide
* the readiness of your organisational culture to work with other organisations, for example detail past collaborations and links to local industry and employers.

*Insert your response here*

*(Click into text box to start)*

**CRITERION 3: Strategies to assist participants** *(Limit: 800 words)*

What strategies and support mechanisms does the organisation implement to identify and address the barriers to learning and employment faced by participants of the programs run by the organisation?

If your organisation has partnered with a registered training organisation (RTO) to provide services to participants, it is important to separate the services that would be provided by an RTO from those that are provided by your organisation. You may wish to consider:

* outlining the negotiations which it undertakes when partnering with an RTO to ensure participants’ needs are accommodated (e.g. adequate volume of learning, flexible delivery mode options)
* how it demonstrate the range of work experience arrangements it has in place with local employers
* the employer networks your organisation has established and how they operate to ensure participants from your programs are linked with job opportunities
* how your organisation can demonstrate the range of support services it provides to participants to prepare participants for entering into the workforce and maintaining employment (e.g. individual case management services, job search services, interview preparation, post placement follow up).

*Insert your response here*

*(Click into text box to start)*

**CRITERION 4: Outcomes for participants** *(Limit: 800 words)*

How does the organisation measure and monitor the outcomes it achieves for participants? What are the outcomes your organisation achieves? You may wish to consider:

* how your organisation measures success (e.g. employment outcomes and completion data, industry recognition)
* how your organisation collects and analyses data on participant outcomes and completion
* how your organisation encourages participants to access further VET
* how your organisation identifies and attracts participants, industry and community partners
* providing a summary/overview of your participant outcomes for at least the last two financial years.

*Insert your response here*

*(Click into text box to start)*

**CRITERION 5: Partnerships and links** *(Limit: 800 words)*

How does the organisation establish genuine partnerships to achieve employment outcomes for participants? You may wish to consider:

* strategies your organisation utilises to identify local community issues (e.g. social, economic, industrial and environmental issues) and how they are incorporated into service delivery and industry and employer engagement
* if your organisation partners with RTOs to provide training and assessment services to participants, how your organisation selects an RTO to provide these services (e.g. delivery strategies which accommodate disadvantaged leaners, customised training plans, mode of delivery, learning support matched to participants)
* how your organisation establishes and monitors positive relationships with individuals, enterprises, industries and community groups
* how your organisation builds new, innovative and effective partnerships in the local or wider community.

*Insert your response here*

*(Click into text box to start)*

## Telephone and online interviews

It is important to note telephone and online interviews form part of the judging process and participation is a mandatory component of nominating for the Queensland Training Awards.

All shortlisted nominees **must** be available to participate in a telephone or online interview during the first two weeks of May 2021, and if selected as a state finalist, the first two weeks of August 2021 as well.

Visit [www.desbt.qld.gov.au/training/qta/enter/judging](http://www.desbt.qld.gov.au/training/qta/enter/judging) for more information on the judging process.

## Regional award ceremonies and State Gala Dinner

All finalists will be required to participate in the announcement of regional winners in their region and if a regional winner, announcement of state winners. Information on the timing and format for regional and state final announcements will be updated throughout the year. Visit [www.desbt.qld.gov.au/training/qta/award-ceremonies](http://www.desbt.qld.gov.au/training/qta/award-ceremonies) for more information.

## Australian Training Awards

This award is a Queensland-based award and is not offered at the Australian Training Awards. For more information on the national awards, visit [www.australiantrainingawards.gov.au](http://www.australiantrainingawards.gov.au).