# Nomination Information

## Small Training Provider of the Year

The Small 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 (VET).

## Eligibility criteria

To nominate, the organisation must:

* be an RTO
* have the delivery of VET as its core business
* be delivering VET services in Queensland
* be **delivering less than 50 qualifications**, which are listed on its scope of registration
* meet the conditions of entry.

A branch or campus of an RTO is **not eligible** to nominate individually.

Schools operating as an RTO can nominate for the Small Training Provider of the Year award. Other schools may be eligible for the Premier’s Industry Collaboration Award.

In the Queensland Training Awards, this award is presented at the state level only.

## 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 the 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)*

**Organisation summary**

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

*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.*

**Organisation details**

*This information may be used to develop summaries about your organisation throughout the awards process.*

|  |  |
| --- | --- |
| Number of currently enrolled students |  |
| Number of narrow ASCED fields of education offered\* |  |
| Number of qualifications listed in the scope of registration currently being delivered |  |
| Number of units of competency listed on the scope of registration currently being delivered |  |
| Number of skills sets listed on the scope of registration currently being delivered |  |
| Number of accredited courses listed on the scope of registration currently being delivered |  |
| Completion rate for qualifications (in 2019) | % |
| Completion rate for units of competency (in 2019) | % |
| Completion rate for skill sets (in 2019) | % |
| Completion rate for accredited courses (in 2019) | % |
| Number of full-time equivalent staff |  |
| Number of part-time staff |  |
| Number of casual staff |  |
| Number of contracting staff |  |
| Length of time in operation (years) |  |
| Percentage of annual turnover attributed to Australian Government funding | % |
| Percentage of annual turnover attributed to Queensland Government funding | % |
| Percentage of annual turnover attributed to fee-for-service funding | % |

\*Qualifications and accredited courses are each assigned a four-digit *Australian Standard Classification of Education* (ASCED) ‘narrow’ field of education code. There are 71 ‘narrow’ fields of education, and they identify the subject matter relating to a program of study.

*Insert your response here*

*(Click into text box to start)*

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

*Criterion 1:* Leading practice in VET

*Criterion 2:* Strategic planning processes

*Criterion 3:* Student, employer and market focus

*Criterion 4:* Human resource capability

*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 other articles
* photocopies of awards or certificates
* letters of support or commendation
* 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. Please be aware that your responses to the criterion will be strengthened by the inclusion of measurable results and appropriate indicators, including student outcome, client satisfaction data and other types of external validation.

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 practice in VET***(Limit: 800 words)*

How does the organisation provide exceptional VET services? You may wish to consider:

* how it demonstrates excellence and high-level performance in national training arrangements
* how it demonstrates creativity and innovation in the design and development of its processes and techniques (operational or educational)
* how it provides creative and innovative solutions to emerging training needs
* the systems it has in place to manage, evaluate and enhance its VET products and services
* how it undertakes continuous improvement and applies quality controls internally.

*Insert your response here*

*(Click into text box to start)*

**CRITERION 2: Strategic planning processes***(Limit: 800 words)*

How does the organisation plan and coordinate VET services? You may wish to consider:

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

*Insert your response here*

*(Click into text box to start)*

**CRITERION 3: Student, employer and market focus** *(Limit: 800 words)*

How does the organisation monitor client and market needs? You may wish to consider:

* its knowledge of – and how it responds to – students, employers and markets, including the systems it has in place for collecting and analysing data on client needs and expectations
* how it identifies and attracts new clients and new markets, and how it addresses these without impacting the sustainability of its operations
* how it collects and analyses data on student outcomes and completions
* how it measures success (e.g. outcome and completion data, satisfaction surveys, independent validations and evaluations, industry recognition and business outcomes from training activity)
* how it encourages access to its VET products and services, and the success it has achieved in meeting the needs of equity groups.

*Insert your response here*

*(Click into text box to start)*

**CRITERION 4: Human resource capability** *(Limit: 800 words)*

How does the organisation build the capacity of its workforce? You may wish to consider:

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

*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 support VET? You may wish to consider:

* strategies it has in place to identify local/regional issues (e.g. social, economic, industrial and environmental issues) and how they are incorporated into its service delivery
* how it establishes and monitors positive relationships with individuals, enterprises, industries and community groups
* how it builds new, innovative and effective partnerships in the local or wider community
* how it ensures partnerships are reciprocal (i.e. where each partner brings resources to the partnership and shares in outputs from the partnership).

*Insert your response here*

*(Click into text box to start)*

## Telephone and online interviews

It is important to note that 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 August 2021.

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.

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

The Australian Training Awards are the peak national awards for the VET sector, recognising innovation and excellence in training.

The Small Training Provider of the Year category winner from each state and territory will compete to become one of three short-listed national finalists. These three short-listed finalists will then compete to be named the best at the Australian Training Awards. To learn more, visit [www.australiantrainingawards.gov.au](http://www.australiantrainingawards.gov.au).