



VICTORIAN TRAINING AWARDS



Nomination Guide

Proud Principal Partner



Skills for Business. Jobs for Youth.



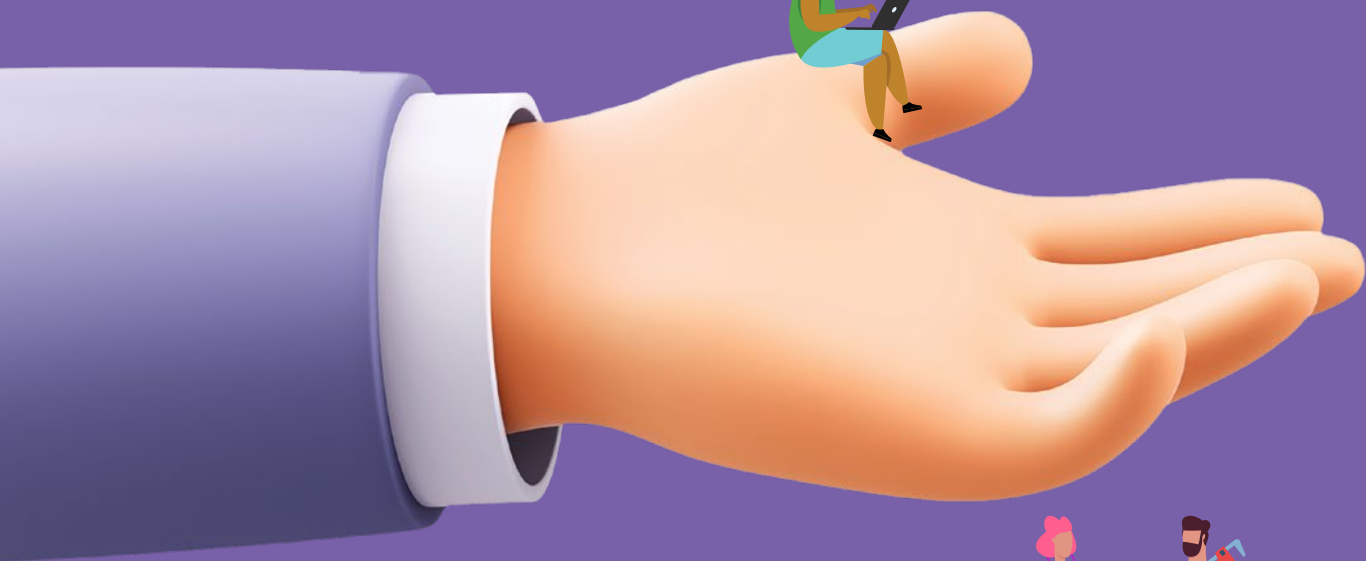
**Victorian
Skills Authority**



VICTORIA
State
Government

Jobs, Skills,
Industry
and Regions

This year's program



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Hall of Fame

Apprentice of the Year

2018 → 2022



Alyssa Heard
Certificate III in
Commercial Cookery



Jake Carter
Certificate III in
Electrotechnology Electrician

Trainee of the Year

2018 → 2022



Amanda Woodhams
Certificate III in Arboriculture



Daniela Feldman
Certificate III in Business

Vocational Student of the Year

2018 → 2022



Elise Stewart
Diploma of Nursing



Rachael Hilder
Diploma of Community Services
and Diploma of Justice

School-Based Apprentice or Trainee of the Year

2018 → 2022



Sophie Babycz
Certificate III
in Business



Heidi Liesel Rasmussen
Certificate III in Companion
Animal Services

Koorie Student Of The Year

2018 → 2022



Lewis Brown
Certificate IV in
Community Services



Tanya McDonald
Diploma of
Community Services

Teacher/Trainer of The Year

2018 → 2022



Wendy Lever-Henderson
South West TAFE



Jodi Rechsteiner-Sanders
GOTAFE



Shona McGuigan
Certificate III in Plumbing



Andrew Jan
Certificate III in Plumbing



Chhunly Taing
Certificate III in
Civil Construction



Nicole Barrow
Certificate IV in
Veterinary Nursing



Samantha Brown
Diploma of Nursing



Franchesca Morrell
Certificate III in Dental Assisting



Simon Watts
Diploma of Community Services



Samantha Daly
Certificate IV
in Mental Health



Caitlin Cook
Diploma of Nursing



Van Sui Thawng
Certificate III in
Electrotechnology Electrician



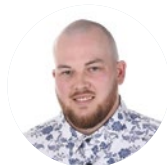
Laura Davidson
Certificate III In Hairdressing



Jaynaya Miller
Certificate III In Business



Matthew Atkinson
Certificate IV in
Community Services



Lucas Price
Certificate IV in
Community Services



Desirae Kilduff
Diploma of Leadership and Management;
Diploma of Human Resource Management



Kevin Nunn
TAFE Gippsland



Julie Kramer
Bendigo TAFE



Rebecca Toleman
South West TAFE



A message from the Chief Executive Officer, Victorian Skills Authority

Nominations for the Victorian Training Awards are now open.

The awards celebrate excellence in skills in Victoria.

Because skills matter.

Advanced skills aimed at excellence in execution is a key to our future.

Victoria has bold ambitions for new industry to fuel economic growth and generate good jobs.

Renewable energy, re-use of emissions and materials and revisioning of industries through automation are just some of the drivers for skills.

New skills are in demand for new forms of health and care services and digital aptitude and skills are central to success in a growing array of jobs.

In all this, it is the knowledge and skills of the individual empowered to exercise them that generates dynamic businesses and grows industries and communities.

That's why the awards celebrate students and apprentices and teachers who bring skills to life. The role played by employers in facilitating skills is also recognised through these awards, as well as the critical role of high-quality vocational education institutions.

Whether you are a student, teacher, employer or training provider, winning a Victorian Training Award can provide a boost to your career or the reputation of your organisation.

The effort involved is worth it. You get to reflect on your successes, engage and learn from others and winners in most categories proceed to the National Training Awards as the chance to be recognised as the best in Australia!

I encourage you to nominate for the 2023 Victorian Training Awards.

Best wishes.

Craig Robertson

Chief Executive Officer
Victorian Skills Authority



A message from the CEO of the Office of TAFE Coordination and Delivery



Victoria's network of 12 TAFEs and 4 dual- sector universities is focused on giving students opportunities to build skills for the jobs and industries of the future.

These are the skills we need for a society and economy that is sustainable, productive and inclusive. The Victorian Training Awards celebrate excellence in the students learning these skills, and the organisations supporting them.

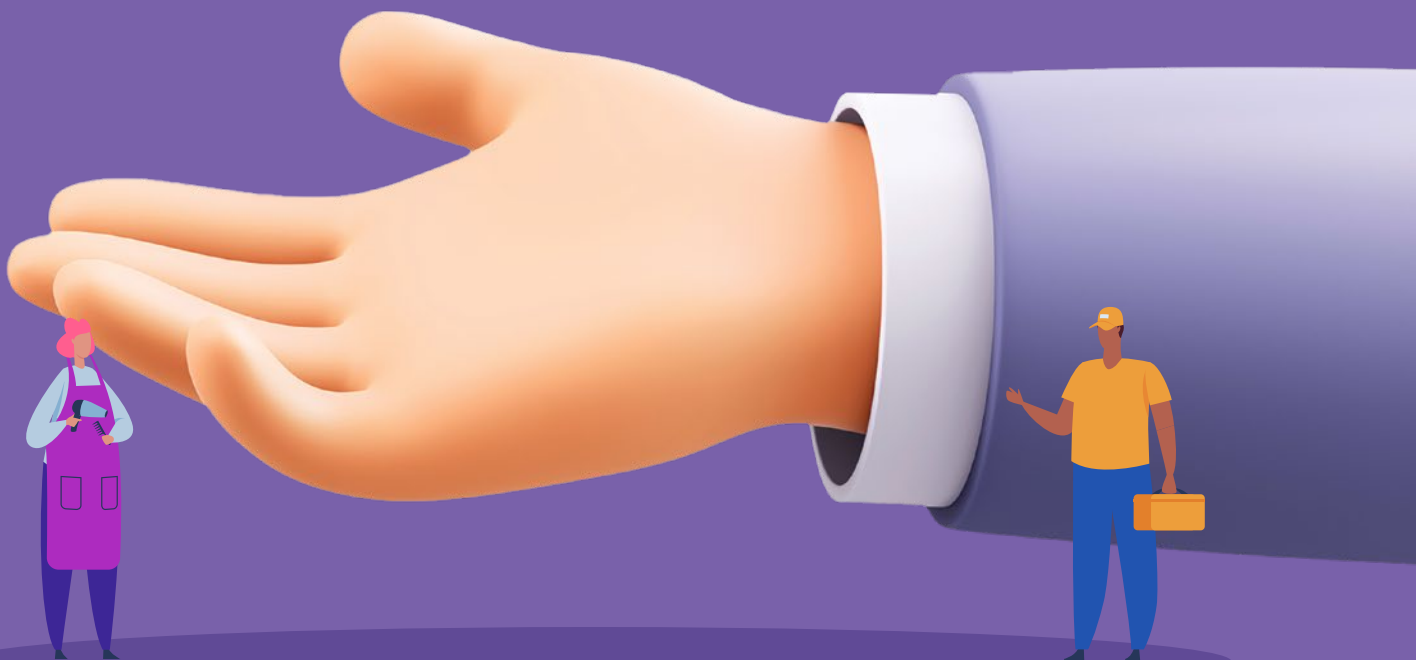
VTA nominations and winners are always of outstanding achievement, with many from across the Victorian TAFE network. This is testament to the quality of our network and its important role in our training system.

As nominations open for the 2023 awards, I look forward to again recognising excellence across the whole VET sector.

Dr Xavier Csar

Chief Executive Officer

Office of TAFE Coordination and Delivery



About the Victorian Training Awards



The Victorian Training Awards are the state's most prestigious accolade for the Vocational Education and Training (VET) sector.

The Awards celebrate individuals, employers and training providers, not only for their outstanding achievements in training, but also for the ways their training has benefited them and their communities in other parts of their lives.

There are 14 general award categories, People's Choice awards, and a special individual award – the Lynne Kosky Memorial Award for Lifetime Achievement.

2023 marks the 69th year the Victorian Training Awards have honoured the best of the best in the state's Vocational Education and Training sector. Every year the Awards offer the opportunity for nominees to reflect on their achievements. Some nominees will be shortlisted for interviews and some will be named as finalists, before one winner is crowned in each Award category.

This year, we look forward to building further connections between apprentices, trainees, students, teachers, training providers, employers and industry representatives, sharing in a high-quality training system that meets the needs of all Victorians.

The following Nomination Guide provides information on each of the award categories, including eligibility requirements and information on how to apply. The Victorian Training Awards offers a free writing assistance program to assist with your nomination – so we encourage you to take advantage of this opportunity and make your nomination stand out!





Why nominate?

Victorian Training Award winners are recognised as the best in the state in their category.

There are so many benefits to nominating for the Awards – whether for your career or in your personal life. Not only is it a great opportunity to reflect on your achievements and development on your journey through training, the VTA's also provide:

- Opportunities for you to network with industry leaders and peers who are on similar journeys through training
- Career opportunities
- Advanced career progression
- Cash prizes and other prizes such as MacBook laptops
- Enhanced reputation and industry profile for employer and training provider finalists and winners

You will also have the opportunity to become part of the Victorian Training Awards Ambassador Program, which will further promote and highlight the stories of previous VTA winners and finalists and provide further media, speaking and networking opportunities.

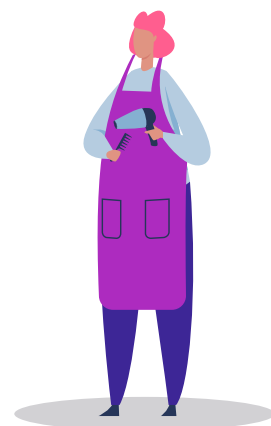
Winners in categories aligned with the Australian Training Awards have the opportunity to attract national recognition by representing Victoria at the Australian Training Awards, in November 2023, if selected.

Australian Training Awards

The Australian Training Awards are the peak national awards that showcase best practice in vocational education and training (VET). The Australian Training Awards recognise and celebrate excellence and are an important mechanism for promoting the benefits of vocational education and training.

Winners from each state and territory training awards compete for a national award title.

This has led to Australia-wide awareness and respect for skill-based careers and skills excellence.



Success Stories

Victorian winners at the Australian Training Awards



Caitlin Cook

2022 Vocational Student of the Year

Caitlin, a young stay-at-home mum of five, always wanted to be a nurse, but never believed she could achieve her dream.

After joining the Young Parents VCAL program at South West TAFE, Caitlin applied for the Diploma of Nursing. Caitlin loved her time studying, but had to overcome personal tragedy. Nevertheless, Caitlin was determined to create a successful career and positive future.

Now Caitlin works as an Endorsed Enrolled Nurse and is embarking on a Bachelor of Nursing/Midwifery at Deakin University.

Caitlin said that she has changed so much that she hardly recognises the person who started the course two years ago.



Kevin Nunn

2020 VET Teacher /Trainer of the Year

When TAFE Gippsland began forming the timber training unit for industry jobs, emergency responders and firefighters, Kevin jumped at the opportunity to contribute his experience and become a trainer.

It took him two years to build the unit, which was recognised by industry and the Australian Timber Trainers Association as a provider that educated people beyond industry standards. Kevin's the go-to person when it comes to adapting training to keep it engaging and applicable to real world scenarios.

The Department of Environment Land Water and Planning (DELWP) came to Kevin to implement specific changes to coursework which was needed for chainsaw operators working in close proximity to heavy machinery. His crucial work has helped make TAFE Gippsland a leading provider for forestry management and timber training.



M.C Herd Pty Ltd

2022 Large Employer of the Year

M.C. Herd, established in 1951, is a 3rd-generation Australian family business. Starting as a small council abattoir providing services to the Geelong and district areas, it has evolved into a large export abattoir employing over 300 local staff to process beef and lamb for world markets.

Training for skills development is linked to employee training plans developed between an employee and their supervisor. M.C. Herd is committed to providing opportunities for everyone— matching roles to the strengths of an individual.

Ask a team member how long they've worked at M.C. Herd, and the reply will likely be between 10-50 years.

2023 Award Categories



Individual Categories

- Apprentice of the Year
- Trainee of the Year
- Vocational Student of the Year
- School-based Apprentice or Trainee of the Year
- Koorie Student of the Year
- Teacher/Trainer of the Year

Business Categories

- Small Employer of the Year
- Large Employer of the Year
- Employer Award for Apprenticeship Development
- Industry Collaboration Award

Training Provider categories

- Community Training Provider of the Year
- Inclusive Training Provider of the Year
- Small Training Provider of the Year
- Large Training Provider of the Year

Lynne Kosky Memorial Award for Lifetime Achievement

The Lynne Kosky Memorial Award for Lifetime Achievement is presented in recognition of an individual's outstanding leadership and contribution to the Victorian TAFE and training sector for 15 years or more.

People's Choice Awards

The People's Choice Awards are open to finalists from individual sponsored categories and are decided in the lead up to the Gala ceremony by online public voting.



Key Dates and Prize Money

Key dates – Nominations & Judging

Wednesday 24 May (11:59 pm) Writing assistance closed

Sunday 28 May (11:59 pm) Nominations closed
There will be no extensions beyond this date.

Monday 29 May – Monday 5 June Eligibility evaluation

Monday 5 June – Thursday 22 June Shortlisting of eligible nominations

Thursday 22 June Finalists & unsuccessful nominees notified

Tuesday 27 June – Friday 30 June Virtual Finalist Interviews

July Finalists announced

Key contacts

W: www.vic.gov.au/victorian-training-awards

E: victorian.training.awards@education.vic.gov.au

T: 1800 290 657

Key dates – Events

Friday 18 August Welcome Reception for finalists – presented with finalist certificates

Friday 18 August Victorian Training Awards Gala

November Professional development workshops for individual winners prior to the Australian Training Awards (2 days)

November Australian Training Awards Finalist Week

November Australian Training Awards Gala

Category award winners will receive \$5,000 in prize money and a 2023 Victorian Training Awards trophy*.

Winners of the People's Choice Awards will receive an Apple MacBook laptop valued at more than \$2,000.

*The recipient of the Lynne Kosky Memorial Award for Lifetime Achievement will not receive a monetary prize but will receive a 2023 Victorian Training Awards trophy.

How to nominate



It's easy to nominate for the Victorian Training Awards, just follow these simple steps:

①

Read the Conditions of Entry on the next page and look through the various award categories.

②

Check that you meet the eligibility requirements for the Award that is most relevant to you.

③

Make sure you are able to address the selection criteria for your chosen award.

④

Register on the nomination portal:
<https://vta.awardsplatform.com/>

Select the award you are nominating for and confirm you meet the eligibility requirements.

⑤

Build your application and Save as you go.

⑥

Gather the supporting evidence you need. Details on supporting evidence requirements is on page 15.

⑦

Request a free review of your draft application by our nomination writer. See page 16 for more information.

⑧

Submit your application by the closing date, **11:59 pm on Sunday 28 May**.



Important Note

Due to the Gala Ceremony being held in August this year, there will be NO EXTENSIONS to the nomination period.

Nominations will close at 11:59 pm on Sunday 28 May and this date is final.

Conditions of Entry

By entering the 2023 Victorian Training Awards, you agree to abide by the following Conditions of Entry:

All Categories

1. A nominee must not be nominated for any similar award in another state or territory in the same year.
2. Prospective entrants must be able to meet all the eligibility requirements for the award category being nominated.
3. All nominations must be submitted online via the Award Force portal at: vta.awardsplatform.com
4. Each award category has specific criteria. All applications must meet the criteria and be factually correct for the submission to be considered a valid entry. Non-compliance with entry requirements will be sufficient reason for the Victorian Training Awards team to reject the application.
5. The closing date for all nominations is 11:59 pm on Sunday 28 May. Nominations will not be accepted after this date. The Victorian Skills Authority reserves the right to extend the deadline for nominations for any emerging circumstance.
6. It is the responsibility of all nominees and nominators to ensure that they have selected the correct category.
7. The Victorian Skills Authority reserves the right to re-assign nominations lodged to incorrect categories at its discretion.
8. By applying, all nominees for the Victorian Training Awards agree that all or part of any non-confidential material or details from their nominations, photographs and recordings can and may be used online, in any broadcast and print media and in a range of publicity and promotional materials related to skills and training or the national training awards.
9. All finalists will be required to attend an interview in Melbourne with the judging panel for their category.
10. All finalists are required to attend the Victorian Training Awards' related events and ceremony on Friday 18 August 2023.
11. Finalists and winners of the Victorian Training Awards acknowledge that they may be required to participate in media interviews.

12. Finalists and winners of the Victorian Training Awards may be required to participate in media interviews or speaking opportunities arranged by the Principal Partner or the major sponsors of their categories.

Individual categories

13. Where an entrant is not self-nominated, they must agree to being nominated.
14. Victorian Training Award individual winners will be required to represent the state as finalists at the Australian Training Awards in Tasmania in November 2023.
15. All individual winners of the Victorian Training Awards will be required to attend a two-day professional development program to prepare for the Australian Training Awards. Further details for individual finalists attending the professional development program will be provided after the Victorian Training Awards.

Business and Training Provider categories

16. All training initiatives, courses and Registered Training Organisations (RTOs) referenced in nominations must either be registered with the Victorian Registration and Qualifications Authority (VRQA) or Australian Skills Quality Authority (ASQA) for course delivery in Victoria.
17. Registered Training Organisations in training provider categories must have their Head Office located in Victoria.
18. To be considered for selection all Registered Training Organisations delivering courses must have Scope of Registration to deliver such courses in Victoria.
19. Organisational winners of the Victorian Training Awards, in aligned categories, will be nominated to represent Victoria as finalists at the Australian Training Awards in Tasmania in November 2023.

Required Supporting Evidence

Award category	Required supporting evidence	Notes
Apprentice Trainee Vocational Student Koorie Student	<ul style="list-style-type: none"> Written reference from nominee's employer / host employer, teacher/trainer, or Principal Signed copy of the Employer/Training Provider Declaration by the nominee's employer or training provider Photo of nominee 	The Employer/Training Provider Declaration is an acknowledgment from the nominee's employer or training provider that they are aware of the nomination and approve of any time off for activities related to the Victorian Training Awards e.g. finalist interviews, Gala Ceremony, professional development workshops etc.
School-based Apprentice or Trainee (in addition to the above)	<ul style="list-style-type: none"> Signed copy of the School Declaration by the Principal of the nominee's school 	The School Declaration is an acknowledgment from the Principal of the nominee's school that they are aware of the nomination and approve of any absence for activities related to the Victorian Training Awards e.g. finalist interviews, Gala Ceremony, professional development workshops etc.
Teacher/Trainer	<ul style="list-style-type: none"> Evidence of qualification Written reference from employer/host employer Signed copy of the Employer/Training Provider Declaration by employer Photo of nominee 	
Lynne Kosky Memorial Award	<ul style="list-style-type: none"> Up to 3 single A4 pages of relevant evidence Photo of nominee 	
Business and Training Provider categories	<ul style="list-style-type: none"> Up to 5 relevant photographs showcasing the organisation or initiative Signed copy of the Business Endorsement by the CEO/MD of the nominating organisation Full colour logo 	The Business Endorsement is an acknowledgment from the CEO/MD of the nominating organisation, that they endorse the nomination submitted on behalf of the organisation.
Small Training Provider Large Training Provider (in addition to the above)	<ul style="list-style-type: none"> Evidence of the breakdown of enrolled student numbers as reported by RTOs in the most recent annual National Centre for Vocational Education Research (NCVER) data collection period 	

Optional supporting evidence

Award category	Required supporting evidence
All categories* *excluding Lynne Kosky Memorial Award	<ul style="list-style-type: none"> Up to 10 single A4 pages of relevant evidence
Individual categories	Evidence of qualification or Statement of Attainment (if course completed) Relevant evidence includes: <ul style="list-style-type: none"> Training and/or education certificates Video Pitch (up to 90 seconds)
Business and Training provider categories	Relevant evidence includes: <ul style="list-style-type: none"> Tables, graphs or figures Recognition or achievement awards

Writing assistance and tips

Free writing assistance

In previous years, judges have given feedback that many nominations had excellent content that demonstrated the achievements of nominees, but many could have benefited from clearer writing and greater focus on the selection criteria.

We have a professional writer on board to help you write the best possible nomination.

Once you have an initial draft of your nomination, with responses to each of the selection criteria, our writer can review your draft and give you some feedback on how you can refine your responses.

It's free and it's easy! Just send us an email.

IN 2022

Over 25%

of the nominees that requested feedback were selected as finalists in their respective categories.



Writing tips

- Use active voice, e.g. I did this, I achieved this.
- Use topic sentences

e.g. I chose to study a Certificate III in Plumbing because I was motivated to find a career that challenged me while providing stability and the ability to own my own business.

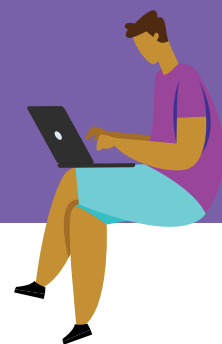
or, I showed that I can be a passionate advocate for training when I volunteered to give a presentation on my course at an online forum that my training provider organised for people who were interested in starting this course next year.

- 3. Take advantage of your full word limits
- 4. Show evidence for what you write

e.g. Tell us the actions you took to achieve something and the results of your actions.

or, show measurable outcomes with numbers and statistics.

Judging process



Judging process

To determine the finalists and winners, all nominations will be evaluated and judged as follows:

Eligibility evaluation

Nominations are evaluated by the Victorian Training Awards team and the relevant regulatory bodies. The eligibility requirements and selection criteria will be used to assess and determine whether the nomination is eligible to go through to the shortlisting stage.

Selection of finalists

Shortlisting takes approximately two weeks from early to late June 2023. Judging panels will score all nominations and determine which nominees go through to the interview stage as finalists.

Finalist interviews

Finalist interviews will take place virtually. The selection criteria will be used as the basis for questions that will be asked at interview.

Award winners determined

Once the interview process is complete, the judging panel will determine the award winner for each category. Winners will be announced at the Gala Event on Friday 18 August 2023.

All nominees will be notified as to the outcome of their nomination and can request feedback for a period of 15 days after the date of notification.

Panel Chair

A Panel Chair is appointed from the judging panel and is the only panel member able to provide feedback to finalists.

Judging panel

Panel members are made up of representatives from government, industry, category sponsors and previous category award winners. All panel members have relevant experience and expertise to assess each category. Panels usually consist of four members and attention is taken to ensure a balance of genders and backgrounds make up the panel groups.

Scoring matrix

All judges will use the scoring matrix below when scoring each selection criterion.

1. Unsatisfactory – did not meet any of the selection criteria and lacked evidence to support nomination
2. Satisfactory – met some of the selection criteria and provided evidence to support nomination
3. Good – met most of the selection criteria and provided evidence to support nomination to a good standard
4. Very good – met all the selection criteria and provided evidence at a very good standard
5. Exceeds expectations – met all the selection criteria and went above and beyond to provide strong evidence to a very high standard

ELIGIBILITY & SELECTION CRITERIA

Individual Categories





01
**Apprentice
of the Year**



02
**Trainee
of the Year**

03
**Vocational
Student of
the Year**

04
**School-based
Apprentice
or Trainee of
the Year**

05
**Koorie
Student
of the Year**

06
**Teacher /
Trainer of
the Year**

07
**Lynne Kosky Memorial Award
for Lifetime Achievement**



Apprentice of the Year

The Apprentice of the Year Award is presented to a Victorian apprentice who has displayed outstanding achievement in all aspects of their trade.

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

Eligibility

You must:

- ✓ Be a permanent resident of Australia
- ✓ Have completed or be due to complete your training course in the period **1 July 2022 – 31 December 2023**
- ✓ Be registered in a training course that leads to a nationally recognised outcome or qualification relevant to the award you are applying for
- ✓ Have completed or be due to complete your training in the state of Victoria
- ✓ Have a contract of training registered with the Victorian Registration and Qualifications Authority
- ✓ Not be enrolled at school.





Selection Criteria

Criterion 1

Career and study achievements

Tell us about:

- why you chose your course
- what you have learnt and how you have changed
- what you have gained from your time studying
- how you have contributed to your workplace.

Criterion 2

Team and communication skills

Tell us about:

- what you have been able to tell others (workmates, employers, friends or family) about your training
- what you like about working in a team setting
- what traits you think are important to positively influence others.

Criterion 3

Ability to be an ambassador for training in Victoria

Tell us about:

- times when you have taken a leadership role inside or outside of work
- any times when you have been a representative for your course, your training provider or another cause outside of your training
- how you would describe the quality of your training.

Criterion 4

Other qualities and pursuits

Tell us about:

- any challenges that you have overcome during your training
- any times you have used initiative either in your training, your personal life or your workplace
- the qualities or activities you feel would be useful in your role as Apprentice of the Year
- your involvement in other community or industry pursuits.

Trainee of the Year



The Trainee of the Year Award is presented to a Victorian individual who is undertaking a traineeship and has been outstanding in all aspects of their training.

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

Eligibility

You must:

- ✔ Be a permanent resident of Australia
- ✔ Have completed or be due to complete your training course in the period **1 July 2022 – 31 December 2023**
- ✔ Be registered in a training course that leads to a nationally recognised outcome or qualification relevant to the award you are applying for
- ✔ Have completed or be due to complete your training in the state of Victoria
- ✔ Have a contract of training registered with the Victorian Registration and Qualifications Authority
- ✔ Not be enrolled at school.





Selection Criteria

Criterion 1

Career and study achievements

Tell us about:

- why you chose your course
- what you have learnt and how you have changed
- what you have gained from your time studying
- how you have contributed to your workplace.

Criterion 2

Team and communication skills

Tell us about:

- what you have been able to tell others (workmates, employers, friends or family) about your training
- what you like about working in a team setting
- what traits you think are important to positively influence others.

Criterion 3

Ability to be an ambassador for training in Victoria

Tell us about:

- times when you have taken a leadership role inside or outside of work
- any times when you have been a representative for your course, your training provider or another cause outside of your training
- how you would describe the quality of your training.

Criterion 4

Other qualities and pursuits

Tell us about:

- any challenges that you have overcome during your training
- any times you have used initiative either in your training, your personal life or your workplace
- the qualities or activities you feel would be useful in your role as Trainee of the Year
- your involvement in other community or industry pursuits.

Vocational Student of the Year

The Vocational Student of the Year Award is presented to a student whose outstanding achievement in a course of study led to a nationally recognised qualification.

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

Eligibility

You must:

- ✓ Be a permanent resident of Australia
- ✓ Have completed or be due to complete your training course in the period **1 July 2022 – 31 December 2023**
- ✓ Be registered in a training course that leads to a nationally recognised outcome or qualification relevant to the award you are applying for
- ✓ Have completed or be due to complete your training in the state of Victoria.
- ✓ Be enrolled as a full-time or part-time student (but not as an apprentice or trainee).





Selection Criteria

Criterion 1

Career and study achievements

Tell us about:

- why you chose your course
- what you have learnt and how you have changed
- what you have gained from your time studying
- how you have contributed to your workplace.

Criterion 2

Team and communication skills

Tell us about:

- what you have been able to tell others (workmates, employers, friends or family) about your training
- what you like about working in a team setting
- what traits you think are important to positively influence others.

Criterion 3

Ability to be an ambassador for training in Victoria

Tell us about:

- times when you have taken a leadership role inside or outside of work
- any times when you have been a representative for your course, your training provider or another cause outside of your training
- how you would describe the quality of your training.

Criterion 4

Other qualities and pursuits

Tell us about:

- any challenges that you have overcome during your training
- any times you have used initiative either in your training, your personal life or your workplace
- the qualities or activities you feel would be useful in your role as Vocational Student of the Year
- your involvement in other community or industry pursuits.

School-based Apprentice or Trainee of the Year



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

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

Eligibility

You must:

- ✔ Be a permanent resident of Australia
- ✔ Have completed or be due to complete your training in the state of Victoria
- ✔ Be undertaking or completing a Certificate II or above qualification, through a Victorian School-based Apprenticeship or Traineeship
- ✔ Have a contract of training registered with the Victorian Registration and Qualifications Authority
- ✔ Be enrolled at school.





Selection Criteria

Criterion 1

Career and study achievements

Tell us about:

- why you chose your course
- what you have learnt and how you have changed
- what you have gained from your time studying
- how you have contributed to your workplace.

Criterion 2

Team and communication skills

Tell us about:

- what you have been able to tell others (workmates, employers, friends or family) about your training
- what you like about working in a team setting
- what traits you think are important to positively influence others.

Criterion 3

Ability to be an ambassador for training in Victoria

Tell us about:

- times when you have taken a leadership role inside or outside of school
- any times when you have been a representative for your course, your training provider/school or another cause outside of your training
- how you would describe the quality of your training.

Criterion 4

Other qualities and pursuits

Tell us about:

- any challenges that you have overcome during your training
- any times you have used initiative either in your training, your personal life or your school
- the qualities or activities you feel would be useful in your role as School-based Apprentice or Trainee of the Year
- your involvement in other community or industry pursuits.

Koorie Student of the Year

The Koorie Student of the Year Award recognises the achievements of a Koorie student who demonstrates the relevance of lifelong learning for themselves and their community.

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

Eligibility

You must:

- ✓ Be a permanent resident of Australia
- ✓ Identify as Aboriginal/Torres Strait Islander
- ✓ Meet the eligibility requirements for any of the individual student categories:
 - Apprentice of the Year
 - Trainee of the Year
 - Vocational Student of the Year
 - School-based Apprentice or Trainee of the Year.





Selection Criteria

Criterion 1

Career and study achievements

Tell us about:

- why you chose your course
- what you have learnt and how you have changed
- what you have gained from your time studying
- any challenges that you have overcome during your training.

Criterion 2

Team and communication skills

Tell us about:

- what you have been able to tell others (workmates, employers, friends or family) about your training
- what you like about working in a team setting
- what traits you think are important to positively influence others.

Criterion 3

Ability to be an ambassador for training in Victoria

Tell us about:

- times when you have taken a leadership role inside or outside of work/school
- any times when you have been a representative for your course, your training provider or another cause outside of your training
- how you would describe the quality of your training.

Criterion 4

Community engagement

Tell us about:

- how you are connected with your community or extended family
- how the training has impacted on your community
- the qualities or activities you feel would be useful in your role as Koorie Student of the Year
- how you have contributed to your community.

Teacher/Trainer of the Year



The Teacher/Trainer of the Year Award recognises innovation and excellence by a teacher/trainer providing nationally recognised training to students in the TAFE and training sector.

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

Eligibility

You must:

- ✔ Be a permanent resident of Australia
- ✔ Have qualified (as determined by the Australian Qualifications Framework) as a teacher/trainer
- ✔ Be employed (or regularly contracted) by a registered training provider
- ✔ Have delivered training in Victoria (from **1 January 2022 - 31 December 2023**) which will lead/has led to nationally recognised qualifications or Statements of Attainment under the Australian Qualifications Framework national training system.
- ✔ All applicants must be endorsed by the RTO and evidence of the teacher/trainer's qualification must be submitted with the application.





Selection Criteria

Criterion 1

Career and study achievements

Tell us about:

- what involvement you have had in the development of new learning methodologies and training delivery
- an initiative you have implemented which has led to innovation or improvement in your delivery and/or assessment practice
- how you have shared the outcomes of your innovation or improvement with your colleagues
- the impact of these initiatives or improvements on your learners, your colleagues and your industry partners.

Criterion 2

Learner needs and focus

Tell us about:

- how you support your learners' diverse needs and ensure they continue to be engaged in learning
- what evidence there is of the effectiveness of the design and delivery methodologies of your training program
- any examples where you have initiated a new idea or activity etc. in response to feedback
- what learner, industry and/or community feedback mechanisms you have utilised.

Criterion 3

Commitment to VET teaching and learning

Tell us about:

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

Criterion 4

Links with industry and the community

Tell us about:

- how active links with industry and the community are implemented in practice
- what are the major issues confronting the industry/industries related to your teaching program
- how VET practices can help address these issues
- what level of engagement you have with industry and professional bodies
- how you promote VET in industry and the community.

Lynne Kosky Memorial Award for Lifetime Achievement

This award has unique nomination procedures and eligibility:

- Individuals cannot self-nominate for this award category; nominations must be made on behalf of an individual.
- Nominees do not need to be currently employed to be eligible for this award.
- Once an individual has been nominated for the award, they become an enduring nominee and, if not successful initially, are eligible for consideration for this award in subsequent years.
- A posthumous nomination can be made for this award.

The nomination follows the eligibility set by the Australian Training Awards

The nominated individual must:

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





The Lynne Kosky Memorial Award for Lifetime Achievement is presented in recognition of an individual's outstanding leadership and contribution to the Victorian TAFE and training sector for more than 15 years. A contribution 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 impact within the sector.

Selection Criteria

Criterion 1

Career and study achievements

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

(Limit: 800 words)

Criterion 2

Significant contribution and positive influence on the VET and skills sector

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

(Limit: 800 words)

Criterion 3

Leadership

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 Government committees and workgroups, advocacy, senior positions, other training, mentoring or committee participation. How have they "made a difference" in some way?

(Limit: 800 words)

ELIGIBILITY & SELECTION CRITERIA

Business Categories





01
**Small
Employer
of the Year**



02
**Large
Employer
of the Year**

03
**Employer
Award for
Apprenticeship
Development**

04
**Industry
Collaboration
Award**



Small Employer of the Year



The Small Employer of the Year Award celebrates small businesses that have achieved excellence in the provision of nationally recognised training for their employees.

The winner of this award will be nominated to represent Victoria at the Australian Training Awards.

Eligibility

Your organisation must:

- ✔ Deliver nationally recognised vocational education and training for your employees that leads to formal qualifications or Statements of Attainment issued by a Registered Training Organisation under the Australian Qualifications Framework
- ✔ Employ 99 or fewer full-time equivalent (FTE) employees
- ⚠ Note: 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).





Selection Criteria

Criterion 1

Extent and quality of training for employees

Tell us about:

- how your organisation (either alone or in partnership with training organisations) has designed training specifically for your business
- the qualifications or courses that your employees are undertaking
- the percentage of your employees who are actively engaged in training
- how many hours per month (average) that your employees spend in training
- how you integrate on-the-job and off-the-job training
- how you commit to equity in training such as for employees who are from groups that are under-represented in employment, education and training (such as people with disabilities, indigenous people, people from non-English speaking backgrounds, people in older age groups, people living in remote areas).

Criterion 2

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

Tell us about:

- 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
- how training is integrated into business planning.

Criterion 3

Innovation and excellence in design and delivery of training

Tell us about:

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

Large Employer of the Year

Eligibility

Your organisation must:

- ✓ Deliver nationally recognised vocational education and training for your employees that leads to formal qualifications or Statements of Attainment issued by a Registered Training Organisation under the Australian Qualifications Framework
- ✓ Employ 100 or more full-time equivalent (FTE) employees
- ⚠ Note: 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).

Selection Criteria

Criterion 1

Extent and quality of training to employees

Tell us about:

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

Criterion 2

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

Tell us about:

- 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.



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

The winner of this award will be nominated to represent Victoria at the Australian Training Awards.

Selection Criteria

Criterion 3

Integration of training into business planning

Tell us about:

- 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.

Criterion 4

Innovation and excellence in design and delivery of training

Tell us about:

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

Criterion 5

Commitment to equity in training

Tell us about:

- how you commit to equity in training such as for employees who are from groups that are under-represented in employment, education and training (such as people with disabilities, indigenous people, people from non-English speaking backgrounds, people in older age groups, people living in remote areas)
- 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.



Employer Award for Apprenticeship Development



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

This is a Victorian-only award and does not articulate to the Australian Training Awards.

Eligibility

Your organisation must:

- ✔ Be an employer of Victorian apprentices or trainees at some time between **1 January 2021 and 5 June 2022**
- ✔ Have a formalised contract of training of apprenticeship or traineeship





Selection Criteria

Criterion 1

Innovation in the delivery of training for apprentices and/or trainees

Tell us about:

- how you have demonstrated innovation in your approach to the design and delivery of training for apprentices and/or trainees
- the training programs and initiatives you have implemented and how they have improved outcomes for apprentices and/or trainees
- any processes or new approaches you have adopted for the delivery of the training
- any unique elements of the training program(s)
- the availability of quality training pathways.

Criterion 2

Links with training providers and the community

Tell us about:

- how you have partnered or collaborated with training providers and the broader community to deliver innovative training and skill outcomes
- the partners included in the training of apprentices and/or trainees, including Registered Training Organisations and Australian Apprenticeship Support Network providers
- the extent of participation and the benefits of these partnerships
- how the skills required within the local community have been met
- how the training programs have been promoted externally.

Criterion 3

Apprentice and/or trainee outcomes

Tell us about:

- how your approach to training has impacted positively on individual apprentices and/or trainees
- evidence of successful learning outcomes for apprentices and/or trainees (for example, data relating to their progress, positive work outcomes and retention and completion rates)
- if you have customised training/developed innovative use of recognition of prior learning and skills acquisition
- if your individual apprentices and/or trainees have increased their foundation skill levels
- any workplace mentoring in place and the resultant benefits.

Industry Collaboration Award

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

The winner of this award will be nominated to represent Victoria at the Australian Training Awards.

Eligibility

You must:

- ✔ Have at least one party who is an industry organisation (e.g. employer, enterprise, group of enterprises, industry association, industry advisory body, trade union or professional association)
- ✔ Have at least one party who is delivering nationally recognised vocational education and training or directly contributing to the outcomes of nationally recognised vocational education and training which leads to formal qualifications or Statements of Attainment under the Australian Qualifications Framework
- ✔ Applications will not be accepted from organisations operating under contractual 'partnership' arrangements.





Selection Criteria

Criterion 1

Outstanding practice of the collaboration

Tell us about:

- the basis of the collaboration partner's agreement that have been so successful
- the specific training need being addressed by the collaboration
- the exemplary or innovative aspects that are a feature of the collaboration

Criterion 2

Achievements of the collaboration for training

Tell us about:

- examples of excellence in the training delivered
- the training outcomes that have been achieved (including qualifications and skill sets awarded)
- the improvements in the quality of learning and assessment that have been implemented
- any new or improved career pathways and opportunities that have been created

Criterion 3

Training impacts of the collaboration

Tell us about:

- how the collaboration has benefited the participants, the community, and the collaborating organisations and the broader training system
- the improvements in the process/procedures of all collaborating organisations that have been implemented
- what contribution there has been to social equity especially increasing the participation of people from groups underrepresented in the industry or workplaces

Criterion 4

Sustainability and future of the collaboration

Tell us about:

- any aspects of the collaboration that utilises government funding. If so, how could the collaboration be continued if government funding ceased?
- how the outcomes of the collaboration can be replicated or modelled for other industries
- the quality improvement/performance evaluations of the collaboration that are in place and planned

Winner testimonials



Lucas Price
Koorie Student of the Year

→ 2021

'This award meant so much to not only me, but also my family and my community. It has helped me to inspire and motivate other Aboriginal and Torres Strait Islander people to invest in their educational pathway, creating many opportunities of growth and progression.'



Miranda Edwards
Koorie Student of the Year

→ 2014

'[Winning the award] ...got me noticed and it's a big part of my story which I share when I speak at conferences. 'I've done some big talks, including when I spoke in front of 1,000 people at the World Indigenous People's Conference in Canada 2017 to talk about local Indigenous curriculum for schools. The training I received as part of the award was a huge help in this regard.'



Bret Ryan
Vocational Student of the Year

→ 2012

'The Victorian Training Award was a pivotal moment for me. The CEO of the organisation where I worked was so proud when I won. He could see my potential and that opened up conversations with him and others. I became sought after, and could pick and choose what I did next.'



Chhunly Taing
Apprentice of the Year

→ 2022

'I've learnt how to lead a team safely on a construction site... this course changed me. I used to be quite intimidated by the men I was working with, but now I stand up for myself... Knowledge is power, and it reinforces your confidence.'



Sue Meli
**Vocational Student
of the Year**
→ 2002

'The award is a key part of marketing my landscape and design business. Although I won the award in 2002, it might just as well have been yesterday. It continues to deliver clients to my door and is often the determining factor that leads them to choose my services over those of a competitor's.'



Julie Kramer
**Teacher/Trainer
of the Year**
→ 2021

'Winning the Victorian Training Award has been an unbelievable experience, it's just amazing to be recognised for something I am extremely passionate about and love doing. It has given me confidence in my abilities and the inspiration to continue improving my teaching methods.'



Kerrilyn Bassett
**Trainee of
the Year**
→ 2015

'Winning the award was the start of a really good journey. It boosted my confidence and opened up many opportunities I wouldn't have had otherwise. Another bonus was that I became a representative for the industry—that was important because it provided the opportunity for a young female voice to be heard in an industry which traditionally has an older profile and tends to be male dominated.'

ELIGIBILITY & SELECTION CRITERIA

Training Provider Categories





01
**Community
Training
Provider of
the Year**



02
**Inclusive
Training
Provider
of the Year**

03
**Small Training
Provider of the
Year**

04
**Large Training
Provider of the
Year**



Community Training Provider of the Year

The Community Training Provider of the Year Award recognises innovation and excellence by an organisation involved in improving skills in the local community or workplace.

This is a Victorian-only award and does not articulate to the Australian Training Awards.

Eligibility

Your organisation must:

- ✓ Deliver training in Victoria
- ✓ Have a history of timely compliance with contractual obligations and program requirements
- ✓ Be registered with the ACFE Board as a Learn Local organisation
- ✓ Have delivered ACFE Board-funded pre-accredited training in 2022

Selection Criteria

Criterion 1

Demonstrated design and implementation of quality training programs (pre-accredited and other) that are highly valued by the local community and are responsive to learner aspirations

Tell us about:

- how your programs provide pathways to other opportunities, further learning and employment
- what measures of quality you implement to ensure the successful delivery of your programs
- what challenges have been overcome in planning and implementing your training programs
- if the training programs might have a positive impact beyond the organisation in the wider community or environment
- what techniques and/or strategies your organisation uses to engage learners in your programs and maintain good learner completion rates
- what ways learners have been supported beyond the formal structures of program delivery
- how you demonstrate creativity, excellence and/or innovation in the design and development of processes or techniques
- your organisation's history – how your services have responded to the changes in your local community.



Criterion 2

Demonstrated understanding of local community and know-how to attract learners facing barriers to participation and attainment in vocational training

Tell us about:

- if your programs benefit and appeal to individuals or groups who are typically under-represented in traditional educational channels (in terms of gender, age, ethnicity, ability, location)
- examples of learners with pathways into local businesses that have addressed local skills shortages
- what your organisation does to encourage access
- what degree of success the organisation has had in meeting the needs of learners facing barriers
- what your organisation does to promote knowledge of clients and markets and how it responds to these
- any systems and processes for collecting and analysing data on client needs and expectations
- what local and learner needs are addressed by your organisation
- the benefits to your local community
- what is unique or creative about your organisation's approach to addressing local needs
- how you support learners to connect with local community, further education and employment opportunities.

Criterion 3

Demonstrated partnerships and participation in broader service delivery within the local community

Tell us about:

- how learners' achievements have impacted on others either in the organisation or local community stakeholders
- how your work environment demonstrates that it recognises the well-being of staff
- how you undertake continuous improvement within the organisation
- how your organisation connects with the work and/or offerings of other organisations or groups in the local or wider community
- how your organisation connects with business or industry (individuals or groups)
- the strategies your organisation has to identify local and/or regional issues (such as social, economic, industrial or environmental issues) and how you incorporate these into service delivery
- the methods your organisation uses to create positive relationships with individuals, enterprises, industries and local community groups (for example, industry consultation, partnerships, feedback)
- if your organisation has supported learners to engage with their local community
- any types of learner pathways your organisation helped to create
- what partnership or network your organisation has established that has had positive outcomes for learners in your organisation or your local community.

Inclusive Training Provider of the Year

Eligibility

Your organisation must:

- ✔ Be a training provider whose core business is the delivery of training
- ✔ Deliver training in Victoria
- ✔ Be a training provider delivering an inclusive curriculum for students with a disability and/or additional needs
- ✔ Have an effective Disability Action Plan and inclusive and accessible employment plans in place

Selection Criteria

Criterion 1

Focus on students

Tell us about:

- how you make a positive impact on the achievement, engagement and well-being of students with additional needs
- how you deliver outstanding improvements to increase understanding about students with disability and additional needs
- how you engage with students with disability, their families and carers, to ensure their needs are considered and addressed, facilitating inclusive practices to deliver strong outcomes.

Criterion 2

Quality and inclusive teaching and learning

Tell us about:

- how you demonstrate excellent curriculum, pedagogy, assessment and reporting practices in response to the needs of students with disability
- innovative uses of technology to deliver an inclusive curriculum for students with a wide range of functional impairments
- how you ensure reasonable adjustments are made to support students with disability.





The Inclusive Training Provider of the Year Award recognises exceptional training providers within the Victorian government's vocational education and training sector that have demonstrated outstanding improvements with regard to the achievement, engagement and well-being of students with disability.

This is a Victorian-only award and does not articulate to the Australian Training Awards.

Criterion 3

Community and system engagement

Tell us about:

- how you demonstrate working in partnership with schools, networks, regions and the community to develop an understanding of students with additional needs
- how you foster partnerships in local communities to increase employment opportunities for students with disability through the building of pathways from training to employment.

Criterion 4

Implementing improvement, innovation and change

Tell us about:

- how you demonstrate leadership and implementation of initiatives or programs that meet the needs of students with additional needs
- how these are developed and delivered in line with best practice principles
- how you demonstrate development and maintenance of positive and purposeful relationships, working in partnership with schools, networks, regions and the community to improve collaborative practices, while positively building the reputation of the Victorian government's VET system.

Criterion 5

Inclusive workplace

Tell us about:

- the modelling of effective Disability Action Plans and inclusive and accessible employment practices to demonstrate to industry partners and other employers the benefits of a diverse workforce
- how you demonstrate commitment to support current staff with disability and a track record of increasing the numbers of staff with disability
- your inclusion of people with disability in the teaching and delivery of disability employment qualifications.

Small Training Provider of the Year

Eligibility

Your organisation must:

- ✓ Be a training provider whose core business is the delivery of training
- ✓ Deliver training in Victoria
- ✓ Have fewer than 500 students enrolled at the time of nomination, as reported by RTOs in the most recent annual National Centre for Vocational Education Research (NCVER) data collection period

Selection Criteria

Criterion 1

High quality and leading practice in vocational education and training

Tell us about:

- how you demonstrate excellence and high level performance in nationally accredited training arrangements
- how you provide creative and innovative solutions to emerging training needs
- the systems you have in place to manage, evaluate and enhance your VET products and services
- how you implement and keep up with best practice
- how your training influences best practice
- how you measure success (e.g. outcome and completion data, satisfaction surveys, independent validations and evaluations, industry recognition, business outcomes from training activity)
- how you undertake continuous improvement and apply quality controls within your organisation.

Criterion 2

Meeting student needs

Tell us about:

- how you encourage access to your VET products and services
- what support services you provide to students during their training
- the systems you have in place to be able to reach different cohorts (e.g. online training)
- how you are inclusive of different students' needs
- how you provide students with the skills they need to be successful in the workplace
- how satisfied students are with their training
- the success you have achieved in meeting the needs of equity groups.

Criterion 3

Meeting industry needs

Tell us about:

- how you build new, innovative and effective partnerships with industry in the local or wider community
- how you collect data on and understand industry/business needs and expectations
- your capacity and flexibility to meet changing training needs and new training markets
- how your training reflects changing industry requirements and expectations.



The Small Training Provider of the Year Award recognises small registered training organisations (RTOs) that offer a range of training products and services and that demonstrate excellence and high-level performance in all aspects of vocational education and training.

The winner of this Award will be nominated to represent Victoria at the Australian Training Awards.

Criterion 4

High quality business management

Tell us about:

- the strategies you have in place to identify local/ regional issues (e.g. social, economic, industrial or environmental issues) and how you incorporate these into your service delivery
- the systems you have in place for planning and communicating your purpose, vision, goals, values and core business strategies (and for creating alignment across your whole organisation)
- how you develop the capability and capacity of your workforce
- the strategies you have in place to build a positive workplace culture
- how you support employee wellbeing and positive mental health
- how you incorporate inclusion and diversity into running your business
- how you identify and attract new clients and new markets, and how you address these without impacting the sustainability of your operations
- how you enrol, train and report on online learners
- how you ensure the sustainability of your operations, including your understanding of risk and risk management.

Criterion 5

Innovation and excellence in design and delivery of training

Tell us about:

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



Large Training Provider of the Year

Eligibility

Your organisation must:

- ✓ Be a training provider whose core business is the delivery of training
- ✓ Deliver training in Victoria
- ✓ Have 500 or more students enrolled at the time of nomination, as reported by RTOs in the most recent annual National Centre for Vocational Education Research (NCVER) data collection period

Selection Criteria

Criterion 1

High quality and leading practice in vocational education and training

Tell us about:

- how you demonstrate excellence and high level performance in nationally accredited training arrangements
- how you provide creative and innovative solutions to emerging training needs
- the systems you have in place to manage, evaluate and enhance your VET products and services
- how you implement and keep up with best practice
- how your training influences best practice
- how you measure success (e.g. outcome and completion data, satisfaction surveys, independent validations and evaluations, industry recognition, business outcomes from training activity)
- how you undertake continuous improvement and apply quality controls within your organisation

Criterion 2

Meeting student needs

Tell us about:

- how you encourage access to your VET products and services
- what support services you provide to students during their training
- the systems you have in place to be able to reach different cohorts (e.g. online training)
- how you are inclusive of different students' needs
- how you provide students with the skills they need to be successful in the workplace
- how satisfied students are with their training
- the success you have achieved in meeting the needs of equity groups.

Criterion 3

Meeting industry needs

Tell us about:

- how you build new, innovative and effective partnerships with industry in the local or wider community
- how you collect data on and understand industry/business needs and expectations
- your capacity and flexibility to meet changing training needs and new training markets
- how your training reflects changing industry requirements and expectations.



The Large Training Provider of the Year Award recognises large registered training organisations (RTOs) that offer a range of training products and services and that demonstrate excellence and high-level performance in all aspects of vocational education and training.

The winner of this Award will be nominated to represent Victoria at the Australian Training Awards.

Criterion 4

High quality business management

Tell us about:

- the strategies you have in place to identify local/ regional issues (e.g. social, economic, industrial or environmental issues) and how you incorporate these into your service delivery
- the systems you have in place for planning and communicating your purpose, vision, goals, values and core business strategies (and for creating alignment across your whole organisation)
- how you develop the capability and capacity of your workforce
- the strategies you have in place to build a positive workplace culture
- how you support employee wellbeing and positive mental health
- how you incorporate inclusion and diversity into running your business
- how you identify and attract new clients and new markets, and how you address these without impacting the sustainability of your operations
- how you enrol, train and report on online learners
- how you ensure the sustainability of your operations, including your understanding of risk and risk management.

Criterion 5

Innovation and excellence in design and delivery of training

Tell us about:

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



VICTORIAN TRAINING AWARDS



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