

## Small Training Provider of the Year

**2024 nominations are now open and close midnight 12 March 2024.**

The Small Training Provider of the Year award recognises a small registered training organisation that demonstrates excellence in all aspects of vocational education and training.

### Eligibility criteria

Nominees must:

- be a registered training organisation (RTO)
- deliver vocational education and training (VET) as its core business
- deliver VET services in Queensland
- 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\*
- meet the [conditions of entry](#).

\*If this criterion is not met, nominees may be eligible for the Large Training Provider of the Year.

RTOs must only nominate in the state or territory where most of its training is delivered. A branch or campus of an RTO is not eligible to nominate individually. A school operating as an RTO can nominate for the small training provider award. Other schools may be eligible for the Premier's Industry Collaboration Award.

Note: To maintain the integrity of Queensland and Australian awards programs, nominees will be subject to quality assurance checks by the Department of Employment, Small Business and Training, and – at the national level – the Australian Skills Quality Authority. These checks inform selection processes.

### How to enter

The key to success is starting early. Everything you need to know to enter, including help to plan your nomination, is available from the [Queensland Training Awards \(QTA\) website](#).

Scan the code to go online and access:

- a [guide to preparing your nomination](#), including a handy checklist, writing tips, [drafting templates](#) and [examples of successful nominations](#)
- conditions of entry
- information on the judging process
- frequently asked questions
- [contact details for state and regional coordinators](#), who can assist you with your nomination.



Nominations are submitted online via a nomination portal. Access is available from the QTA website during the nomination period only.

You'll have to set-up an account, then complete nomination sections and hit submit. You can edit your nomination right up to closing time, even after you submit.

For help to plan outside the nomination period, you can also [express your interest](#) online.

## Section A: Overview

The information in Section A will **not** be considered or used for judging purposes, but it may be used as a summary of your organisation throughout the awards process.

### Organisation details

Number of currently enrolled students*	
Number of narrow ASCED fields of education that you offer**	
Number of qualifications listed on your scope of registration currently being delivered	
Number of units of competency listed on your scope of registration currently being delivered	
Number of skill sets listed on your scope of registration currently being delivered	
Number of accredited courses listed on your scope of registration currently being delivered	
Completion rate for qualifications (in the year previous to this award)	%
Completion rate for units of competency (in the year previous to this award)	%
Completion rate for skill sets (in the year previous to this award)	%
Completion rate for accredited courses (in the year previous to this award)	%
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 state/territory government funding	%
Percentage of annual turnover attributed to fee-for-service funding	%

\*Please attach evidence of the breakdown of your enrolled student numbers in each state and territory, as provided to NCVET in the most recent annual data collection period. Note that this attachment is not counted towards the attachment limit.

\*\*Qualifications and accredited courses are each assigned a 4-digit Australian Standard Classification of Education (ASCED) 'narrow' field of education code. There are 71 narrow fields of education and they identify the subject matter relating to a program of study.



## Organisation summary

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

(Limit: 500 words)

## Section B: Selection criteria

Nominees will be judged against the following selection criteria:

- Criterion 1: High quality and leading practice in vocational education and training
- Criterion 2: Meeting student needs
- Criterion 3: Meeting industry needs
- Criterion 4: High quality business practice
- Criterion 5: Innovation and excellence in design and delivery of training

### Addressing the selection criteria

This information will be considered and used for shortlisting and judging purposes. Please be aware that your responses to the selection criteria will be strengthened by the inclusion of measurable results and appropriate indicators, including customer satisfaction data and other types of external validation. You are encouraged to include case studies for each of these criteria with students, industry and/or the community that highlight the impact of your training.

The selection criteria should be the focus of the nomination. In developing your nomination, you may wish to take into account the considerations listed under each criterion.

*Note: Considerations are not additional selection criteria but are provided to clarify what may be relevant to include when writing a response for each criterion.*

### Criterion 1: High quality and leading practice in vocational education and training

How do you provide high quality vocational education and training? For example, you may consider:

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

(Limit: 800 words)

### Criterion 2: Meeting student needs

How do you support students and meet their needs in vocational education and training? For example, you may consider:

- how you encourage access to your VET products and services

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

(Limit: 800 words)

### Criterion 3: Meeting industry needs

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

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

(Limit: 800 words)

### Criterion 4: High quality business management

How do you manage your business to ensure it is operating at a high quality? For example, you may consider:


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

(Limit: 800 words)

### Criterion 5: Innovation and excellence in design and delivery of training

How do you demonstrate innovation in your approach to the design and delivery of training for students? For example, you may consider:

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



(Limit: 800 words)

## SECTION C: Attachments

Required:

- High quality business logo
- 3-5 workplace or publicity photos, ensuring you have consent from everyone pictured ([learn more about photo requirements and access photography tips online](#))

Optional supporting material, such as:

- letters of support or commendation – recommended
- newspaper, newsletter or other articles
- photocopies of awards or certificates.

Up to five (5) single A4 pages of optional supporting material of relevance may be provided. Excess optional items **will not** be passed onto judging panels for assessment.

Each attachment **must not exceed 10MB**. Accepted file types include JPG, JPEG, PNG, PDF, DOC, DOCX, XLS and XLSX. Multimedia items (e.g. YouTube videos) or discs will not be accepted.

## What happens next?

- Nominations are shortlisted for phone or online interviews
- **September – Queensland Training Awards state final**, state winners announced
- **November – Australian Training Awards**, national winners announced.

Note: This is a state-level award and is not contested regionally.

## More information

For more information, [contact your state and regional coordinator](#) or [visit the QTA website](#).