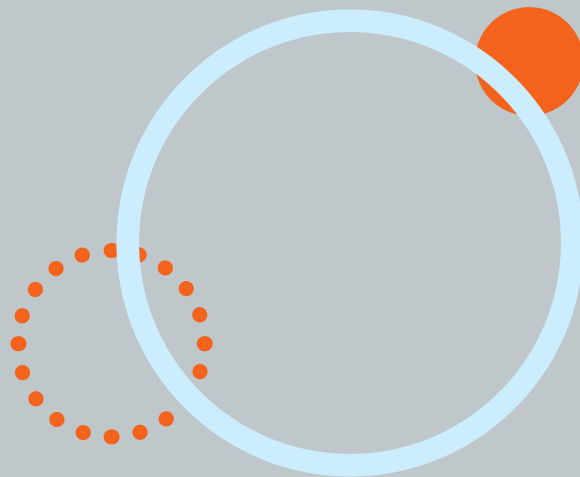


NSW Training Awards 2025

Small Training Provider of the Year

Eligibility and Selection Criteria

Applications close 2 May 2025



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

All eligible small training providers are encouraged to apply for this award, including community learning providers and independent training providers.

Eligibility Criteria

To apply for this award, an organisation must:

- be a registered training organisation for which the delivery of vocational education and training is the core business
- have fewer than 500 students enrolled at the time of nomination, as reported by RTOs in the most recent National Centre for Vocational Education Research (NCVER) data collection period (if this criteria is not met, you may be eligible to apply for the Large Training Provider of the Year Award)
- the majority of the training is being delivered in NSW.

Note: To maintain the integrity of the Australian and NSW Training Awards, applicants to the 2025 Small Training Provider of the Year Award will be subject to quality assurance checks by the Australian Skills Quality Authority (ASQA). These checks will inform the selection process of applicants and finalists to this award category.



Preparing your application

Section A: Overview

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

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) %

For more information or assistance with your application



NSW.TrainingAwards@det.nsw.edu.au



www.trainingawards.nsw.gov.au

- 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 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 on your application.

**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 (500 word limit)

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

Section B: Entry Criteria

This information will be considered and used for short listing and judging purposes. Please be aware that your responses to the criteria will be strengthened by 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.

You are encouraged to consider virtual delivery of training to students in your nomination.

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

Criterion 1: High quality and leading practice in vocational education and training (800 word limit)

How you provide exceptional vocational education and training? For example, you may consider:

- How you demonstrate excellence and high level performance in national 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 (800 word limit)

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.

Criterion 3: Meeting industry needs (800 word limit)

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.

Criterion 4: High quality business management (800 word limit)

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 workplace
- 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 (800 word limit)

How 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
- Innovation approaches that you use to encourage access to training for your students (e.g. mentoring, e-learning, collaborative learning).

Supporting Attachments

The award criteria should be the focus of your nomination; however, any relevant evidence may be provided to support your nomination. Any supporting attachment is to be referenced in your application. **Maximum of 10 single-page attachments.**

- » **Current NCVET enrolment data**
This is a requirement for the Small Training Provider category
- » **Logo**
Organisation logo in high resolution (EPS, JPEG or PNG format at 300 dpi).
- » **CEO/MD Endorsement (This is a requirement for Small Training Provider nominations)**
An endorsement letter the Chief Executive Officer or Managing Director of the organisation or company, supporting the nomination.
- » **Workplace/training action photos**
Action photos of you in your workplace or in training. See 'Photography Brief'.