WA INDUSTRY COLLABORATION AWARD 2018

Application guide
Entries close Friday 4 May 2018
WA INDUSTRY COLLABORATION AWARD 2018

The WA Industry Collaboration Award recognises an exemplary skills development collaboration* between at least one employer/industry body and at least one organisation delivering nationally recognised training.

*‘Collaboration’ is where two or more parties work together to achieve shared goals. A ‘partnership’ is a business structure where two or more parties enter a contractual relationship in which they can legally share profits, risks and losses according to terms set out in their partnership agreement. The key difference between a partnership and a collaboration is that parties who work collaboratively do not necessarily need to be bound contractually.

Eligibility
To apply for this award:
• at least one party must be an industry organisation (eg employer, enterprise, group of enterprises, industry association, industry advisory body, trade union or professional association); and
• at least one party must be delivering nationally recognised training or directly contributing to the outcomes of nationally recognised 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’ agreements.

This award is to recognise outstanding collaborations, not partnerships.
Section A: Overview

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

Collaboration overview (500 word limit)

Provide an overview of the collaboration, including:

- the name of the collaboration;
- the lead organisation and each of the parties to the collaboration;
- the purpose and objectives of the collaboration;
- the origin of the collaboration (how the parties came together);
- details of the environment in which the collaboration operates; and
- how the collaboration functions in practice, including lines of communication between the parties to the collaboration.

Section B: Criteria

This information will be considered and used for shortlisting 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).

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

Criterion 1: Outstanding practice of the collaboration (800 word limit)

Describe the extent to which the collaboration goes above and beyond standard practice in training and skills development. For example, you may consider:

- excellence in training;
- unique, exemplary or innovative aspects;
- e-learning initiatives;
- transformation in the lives of participants; and
- contribution to the advancement of the industry/community in which it operates.

Criterion 2: Achievements of the collaboration for training (800 word limit)

Consider:

- training outcomes achieved (including qualifications and skill sets awarded);
- improvements in the quality of learning and assessment;
- creation of new or improved career pathways and opportunities;
- contribution to social equity, especially increasing the participation of people from groups underrepresented in the industry or workplaces generally; and
- if the outcomes of the collaboration can be replicated or modelled for other industries.
Criterion 3: Training impacts of the collaboration (800 word limit)
Consider benefits to the:
• employer/industry body and its employees;
• individual participants;
• organisation delivering nationally recognised training;
• community and/or region;
• industry and/or industry sector;
• relevant training authority and broader training system; and
• improvements in the processes/procedures of all collaborating organisations.

Criterion 4: Sustainability and future of the collaboration (800 word limit)
Consider:
• potential for the collaboration to be sustained in the future;
• systems of quality improvement that are being utilised by the collaboration;
• performance evaluations of the collaboration that are in place and planned;
• the collaboration’s contribution to environmental sustainability;
• capacity for the collaboration to be replicated; and
• plans for expansion or adoption in other settings.
Section C: Attachments

Photographs
Organisation applicants must include 10 high resolution photographs (JPEG or TIFF format at 300 dpi) which showcase the organisation or initiative. These will be used for promotional purposes only and are not part of your assessment.

Logo
Include the organisation’s logo in high resolution (EPS, TIFF or JPEG format at 300 dpi).

CEO/MD endorsement
All organisation applications must be endorsed by the Chief Executive Officer or Managing Director of the organisation. A CEO/MD endorsement template is available from the Required attachment templates section on our website.

Tables, graphs and figures
Responses to the selection criteria can only be entered in plain text in the appropriate fields in the online application portal. If you wish to include tables, graphs or figures you will need to refer to them in the text field and upload a Word document or PDF of your tables, graphs or figures in the attachments section.

“This is recognition for all the work we do behind the scenes more than anything else. We pride ourselves on being industry driven and industry led and I think we’ve proven that by winning this award. We work tirelessly with our partners and with industry to look at opportunities for the future for students coming through. Unfortunately a lot of organisations are too reserved to actually get out there and promote themselves properly. Do what we did and apply.”

MPA SKILLS
WA INDUSTRY COLLABORATION AWARD 2017
HOW TO ENTER

**WA Training Awards application portal**

Applications must be submitted online through the WA Training Awards application portal.

Register on the home page of the application portal to create an account. You can then start an application, save it and go back in and edit it at any time during the application period.

Note: You must first confirm your account via the account confirmation email from WA Training Awards. You may need to check your spam/junk email folder.

There are five tabs in the application portal. Organisation applicants need only complete tabs 1, 2, 4 and 5.

1. **Choose your category**
   All applicants must fill in this tab.
   Here you’ll select the category you are applying for and name your application. For organisations, this is the name of your organisation and/or initiative.

   You must fill in this tab first as the category you choose will determine which details, criteria and attachments are asked of you.

2. **Applicant details**
   In this tab, all applicants must provide their contact details.
   Organisations must also provide their Chief Executive Officer/Managing Director’s details and confirm they have endorsed the application.

3. **Training details**
   Individual applicants only. Organisation applicants will be prompted to proceed to the next tab.

4. **Criteria**
   After selecting your category at the first tab, your selection criteria will have appeared.
   You will need to provide an overview of the collaboration and address all of the selection criteria in the fields provided, within the word limit for each. Use the considerations listed under each criterion, in order to formulate a competitive response.

   Note: You can only enter plain text within the criterion fields. If you wish to include tables, graphs or figures you will need to refer to them in the text field and upload a Word document or PDF of your tables, graphs or figures in the attachments section.

5. **Attachments**
   Upload the following attachments:
   - 10 high resolution photographs;
   - organisation’s logo in high resolution;
   - CEO/MD endorsement *(required)*; and
   - any tables, graphs and figures referred to in your written response to the criteria.

   In addition to the required attachments, applicants may attach no more than 10 A4 pages.
KEY DATES

4 May 2018 (5.00 pm)
Applications close (no late applications will be accepted).

11 May 2018
Applicants receive written confirmation that their application has been received.

16 May–15 June 2018
Applications are shortlisted by selection panels.

29 June 2018
All applicants are notified in writing as to whether they have been selected as a finalist.

16–27 July 2018
Semi-finalists are interviewed at North Metropolitan TAFE, Northbridge campus by selection panels and up to four finalists are selected from each category. To remain eligible, semi-finalists must attend this judging process.

28 September 2018
Finalists attend the WA Training Awards Presentation Dinner at Crown Perth. Winners are announced.

15 November 2018
If a WA organisation winner is selected as a finalist for the Australian Training Awards, they will need to travel to Sydney for an interview and the Australian Training Awards Presentation Dinner.
To be considered for an award, the following conditions of entry must be met.

• Applications must be submitted via the online application portal by 5.00 pm on Friday 4 May 2018.
• Applicants must meet all eligibility criteria.
• Applicants must address all selection criteria.
• Applicants’ overviews must be no longer than 500 words.
• Applicants acknowledge that the information submitted in their overview will be summarised and used as an organisation profile should the organisation be selected as a finalist.
• Selection criteria responses must be no longer than 800 words per criterion.
• All applicable sections of the application portal must be completed.
• Applicants must attach signed endorsement from the Chief Executive Officer/Managing Director of the organisation in the application portal.
• In addition to the required attachments, applicants may attach no more than 10 A4 pages.
• By entering the Awards, finalists and winners agree for their photographs, profiles and training details to be used for promotional purposes by the Government of Western Australia.
• Applicants must comply with Department standards in regards to training, workplace health and safety, and industrial relations matters.
• The Department may refuse to proceed with an application at any time where an applicant is under investigation by the Department or has unresolved issues with the Department.
• Finalists must participate in an on site visit conducted by the selection panel between 16–27 July 2018.
• Applicants must agree to abide by the decision of the selection panel and no appeals will be entered into.
• Should a WA Training Awards winner be shortlisted as a finalist for the Australian Training Awards, the organisation must be available to participate in the Australian Training Awards judging process and attend the Australian Training Awards Presentation Dinner on 15 November 2018 in Sydney.
**CHECKLIST**

I have:

<table>
<thead>
<tr>
<th>Task</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>selected the correct category and confirmed my organisation’s eligibility to enter the WA Training Awards 2018;</td>
<td></td>
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<tr>
<td>provided my CEO/MC and contact person’s details;</td>
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<tr>
<td>addressed all of the selection criteria;</td>
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<tr>
<td>ensured my response to the selection criteria is within the word limit provided for each;</td>
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</tr>
<tr>
<td>completed tabs 1, 2, 4 and 5 in the WA Training Awards application portal; and</td>
<td></td>
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<tr>
<td>submitted my application via the online application portal by 5.00 pm on Friday 4 May 2018.</td>
<td></td>
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</tbody>
</table>

I have attached:

<table>
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<td></td>
</tr>
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**TIPS FOR PREPARING YOUR APPLICATION**

- Before starting your application, visit our website dtwd.wa.gov.au/trainingawards
- Check out the ‘How to enter’ section and ‘Tools for applicants’ section for further resources to help put your application together, in particular the:
  - evidence guides for organisations; and
  - online information session (webinar).
- Ensure you have read the conditions of entry.
- Use the checklist provided above to assist you.
- Ensure you submit your application online by 5.00 pm on Friday 4 May 2018. Late or incomplete applications will not be considered.
The Australian Training Awards are the peak, national awards for vocational education and training, recognising innovation and excellence in the training sector.

The Australian Training Awards are the culmination of the state and territory awards with winners* from each state and territory competing in the national finals.

australiantrainingawards.gov.au

*Does not include WA Cultural Diversity Training Award or WA International Student of the Year.
FIND OUT MORE

W: dtwd.wa.gov.au/trainingawards
E: trainingawards@dtwd.wa.gov.au
T: 6551 5608

Find us

Facebook | Twitter | YouTube | LinkedIn | Instagram | WordPress