



Government of **Western Australia**
Department of **Training**
and **Workforce Development**

State
Training
Board

WA TRAINING AWARDS 2020

WA INDUSTRY COLLABORATION AWARD 2020

Sponsored by
The College of Electrical Training WA

Application guide

Entries close Friday 1 May 2020



WA INDUSTRY COLLABORATION AWARD 2020

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 versus Partnership

*A '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.

This award is to recognise outstanding collaborations, not partnerships.

Eligibility

To apply for this award:

- at least one party must be an industry organisation (e.g. employer, enterprise, group of enterprises, industry association, industry advisory body, trade union or professional association);
- 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.

Please note that nominations will not be accepted from organisations operating under contractual 'partnership' agreements.

2020 state or territory winners of this category are nominated to enter a short listing process for the Australian Training Awards.

The original application from state or territory winners of this category already address the award criteria below and are automatically submitted to the Australian Training Awards by the state or territory training awards.

PREPARING YOUR APPLICATION

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.

Provide an overview of the collaboration, including: (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: Applicants will be judged against the following criteria:

Criterion 1: Outstanding practice of the collaboration

Criterion 2: Achievements of the collaboration for training

Criterion 3: Training impacts of the collaboration

Criterion 4: Sustainability and future of the collaboration

Addressing the criteria

This award category requires the applicant to address the following award criteria. 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)

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

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

Consider:

- What are examples of excellence in the training delivered?
- What training outcomes have been achieved [including qualifications and skill sets awarded]?
- What improvements in the quality of learning and assessment been implemented?
- What, if any, new or improved career pathways and opportunities have been created?



Criterion 3: Training impacts of the collaboration (800 word limit)

Consider:

- How has the collaboration benefited, the participants, the community, and the collaborating organisations and the broader training system?
- What improvements in the processes/procedures of all collaborating organisations have been implemented?
- What contribution is there 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 (800 word limit)

Consider:

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



“By having a platform, you can then advocate and raise awareness to some of the issues within the industry, but particularly it encourages others to step out of their comfort zone and look for ways that they can grow their industry through training and we want to part of that and you should too..”



**THE ELECTRICAL
INDUSTRY FEMALE
PARTICIPATION PROGRAM
(EIFPP)
WA INDUSTRY
COLLABORATION AWARD
2019**

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.

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

1 May 2020 (5.00 pm)

Applications close (no late applications will be accepted).

8 May 2020

Applicants receive written confirmation that their application has been received.

13 May-3 June 2020

Applications are shortlisted by selection panels.

22 June 2020

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

17 July 2020

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.

31 July 2020

All semi-finalists are notified in writing as to whether they have been selected as a finalist.

18 September 2020

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

16-20 November 2020

Individual winners attend Australian Training Awards Finalist Week in Melbourne, including interviews and the Australian Training Awards Presentation Dinner on Thursday 12 November.

For more information and access to tools to help you put your application together, visit our website:
dtwd.wa.gov.au/trainingawards

CONDITIONS OF ENTRY

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 1 May 2020.
- 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, training details and suburbs to be used for promotional purposes by the Government of Western Australia. Applicants must complete and attach the Talent release form in the application portal to substantiate this.
- 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 20-31 July 2020.
- 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 21 November 2020 in Melbourne.

CHECKLIST

I have:

	selected the correct category and confirmed my organisation's eligibility to enter the WA Training Awards 2020;
	provided my CEO/MD and contact person's details;
	addressed all of the selection criteria;
	ensured my response to the selection criteria is within the word limit provided for each;
	completed tabs 1, 2, 4 and 5 in the WA Training Awards application portal; and
	submitted my application via the online application portal by 5.00 pm on Friday 1 May 2020 .

I have attached:

	10 high resolution photographs (JPEG or TIFF format at 300 dpi);
	organisation's logo in high resolution (EPS, TIFF or JPEG format at 300 dpi);
	CEO/MD endorsement; and
	any tables, graphs and figures referred to in my written response to the criteria.

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 1 May 2020. Late or incomplete applications will not be considered.**



Government of South Australia



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.



TRAINING 6,500+ EACH YEAR

As the largest electrical and communications training provider in WA, and a 2019 winner at the WA Training Awards, CET is the best choice for industry training.

CET provides the WA electrical and communications industry with the highest quality training courses from its state-of-the-art campuses in Joondalup and Jandakot. We train thousands of people every year through our extensive range of pre-apprenticeships, apprenticeships, post-trade courses and specialist courses in areas such as energy efficiency.

CET continues to provide the WA electrical and communications industry with the highest quality **apprenticeship** and **post-trade** training courses.

At CET, we're proud of developing young students to become fully qualified and upskilled electricians - the future of the trade.



 **70%**

70% of all post-trade students at CET received some form of discount or subsidy for their training - saving students **over \$2.2m!**

 **52%**

CET train **over half** of WA electrical mechanic apprentices in WA

 **91%**

CET has the **highest** apprentice completion rate in Australia

For more information about becoming an electrical apprentice - either studying an apprenticeship or pre-apprenticeship course - visit cet.asn.au.

 **COLLEGE OF
ELECTRICAL
TRAINING**

cet.asn.au



FIND OUT MORE

T: 6551 5952

E: WATrainingAwards@dtwd.wa.gov.au

W: dtwd.wa.gov.au/trainingawards

Find us

