WODONGA TAFE APPLICATION PROCESS

INDUSTRY COLLABORATION OF THE YEAR AWARD
### WODONGA TAFE INDUSTRY COLLABORATION OF THE YEAR AWARD

#### WHO CAN ENTER?
Nominations for the Wodonga TAFE Industry Collaboration Award are welcome from Wodonga TAFE, client organisations, colleagues, employers, professional bodies and networks. The Industry Collaboration recognises an exemplary skills development collaboration between an employer or industry body and Wodonga TAFE.

#### ELIGIBILITY CRITERIA
- To nominate for the award the collaboration must contribute to the outcomes of nationally recognised training which leads to nationally recognised qualifications or Statements of Attainment under the Australian Qualifications Framework.

#### PREPARING YOUR APPLICATION
Your submission must be a Word document and address each of the award criteria outlined below. Your submission must not include any URL links as part of your supporting documentation as they will not be taken into consideration.

**Section A**
Provide an overview of the Industry Collaboration:
- Name of the collaboration, the lead organisation and each of the parties to the collaboration.
- Note: One of the parties must be an industry organisation – which can include an employer, an enterprise, or group of enterprises, an industry association, industry advisory body, trade union or professional association – and at least one party in the collaboration must be delivering nationally recognised training or directly contributing to the outcomes of nationally recognised training.
- Purpose and objectives of the collaboration
- Origin of the collaboration or how the parties came together
- Details of the environment in which the collaboration operates
- How the collaboration functions in practice, including lines of communication among the parties to the collaboration.

**Section B**
You will be judged against the following award criteria:
- Extent to which the collaboration demonstrates outstanding practice (i.e.: above and beyond standard practice)
- Achievements of the collaboration
- Impact of the collaboration
- Sustainability and future of the collaboration

#### ADDRESSING THE AWARD CRITERIA
When developing your application against the award criteria, you may wish to take into account some of the considerations outlined below, if they are relevant to your organisation.

These considerations are not additional criteria, but are provided to give clarification of what may be relevant to include when writing against the award criteria.

**Criterion 1: Extent to which the collaboration demonstrates outstanding practice (i.e.: above and beyond standard practice)?**
Consider things such as:
- Excellence in training
- unique, exemplary or innovative aspects
- e-learning initiatives
- transformation in the lives of participants
- contribution to the advancement of the industry/community in which it operates

**Criterion 2: Achievements of the collaboration**
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 improvements in the processes and procedures of the organisations in the collaboration
- contribution to social equity, especially increasing the participation of people from groups under-represented in the industry or workplace generally
- can the outcomes of the collaboration be replicated or modelled for other industries
### Addressing the Award Criteria

**Criterion 3: Impact of the collaboration**
Consider:
- the enterprise and its employees
- individual participants
- organisation in the collaboration
- other businesses/organisations
- community and/or region
- industry and/or industry sector
- RTOs and/or Training Authorities and the broader training system
- improved operating/productivity of the participating organisation

**Criterion 4: Sustainability and future of the collaboration**
Consider:
- demonstrated strong potential for the collaboration to be sustained in the future
- systems of quality improvement being utilised
- performance evaluation in place and planned
- contribution to environmental sustainability
- capacity to be replicated, plans for expansion or adoption in other settings and/or across industry and the training system

Note: in evaluating all the criteria, responses will be strengthened by the inclusion of measurable results and appropriate indicators.

### Attachments

As a guide, you may also want to attach evidence supporting the claims made in your application addressing the award criteria. Please feel free to attach images of your staff at work.

### Further Information

Contact David Pendleton
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Email: dpendleton@wodongatafe.edu.au

### Checklists

When completing your application, check that you:
- meet all of the eligibility requirements for the award category
- directly address each of the award criterion in your submission
- provide a response to each main heading – ensuring you answer every question
- meet the closing date and time for nomination of 2 October 2015 at 4.30pm; late submissions will not be accepted
- the submission addressing each of the award criterion is formatted to the requirements listed below

### Format Requirements

- **Page size:** A4 (297 x 210 mm)
- **Margins:** Top, bottom, left and right margins must be a minimum of 2cm.
- **Font:** All fonts [questions, answers] must be 12 point.
- **Pages:** Your submission addressing the award criteria must not exceed 10 A4 pages including attachments. Materials in excess of 10 pages will not be passed onto the judging panel.
- **File size:** The Microsoft Word file submission must be kept below 15MB including embedded images; acceptable per image size embedded into submission must be low resolution, 500KB each.

### Submitting Nominations

Please submit your completed application via e-mail to awards@wodongatafe.edu.au making sure to state in the subject line of the email which award you are nominating for.