



### **Criteria**

Please respond to the individual criteria for the award category you wish to enter. Responses must be no longer than 2 A4 pages per criteria at size 12 font. The entire nomination submission, including supporting documents, must not exceed 15 pages. Nominations exceeding these requirements will not be considered. Any electronic media (DVD's, video, and/or online/electronic presentations) provided in support of any application will not be considered during the initial shortlisting process.

If nominating for more than one award, the award criteria for each category entered must be addressed.

Applications may be submitted by email, fax, or via mail in accordance with details outlined on the website. Acknowledgement of application will occur via email (or mail if no email address is supplied) within 5 working days of receipt.

### **Judging Process**

Applications will be coordinated by the Operations Division within Construction Skills Queensland.

The Judging Panel consists of three judges.

The panel will shortlist finalists for each category based on written submissions and initial phone interviews.

Shortlisted finalists will meet the judging panel at either the premises of Construction Skills Queensland, or at the applicants' workplace. In addition to discussions initiated by the judges, applicants will be offered an optional opportunity to make a supporting presentation of up to 15mins (if special equipment is required this should be advised, at the time when interview timings and details are arranged).

Category winners will be announced on the night of the Construction Skills Queensland Training Excellence Awards.



### Eligibility

To nominate, your organisation must:

- be a current registered training organisation; and
- deliver vocational education and training to the construction and building industry.

Include details of your RTO, including scope of registration, with your application.

### Criteria

#### 1. **Leading Practices in Education & Training.**

*Consider:*

- a. how the organisation demonstrates creativity, excellence and/or innovation in the design and development of processes or techniques (operational or educational);
- b. how training incorporates flexibility, and industry relevance; and
- c. the systems and processes in place for managing, evaluating and driving continuous improvement in products and services.

#### 2. **Client, Community and Industry Focus.**

*Consider:*

- a. how the organisation identifies and responds to industry/client needs, and involves industry in training;
- b. relationships and engagement with industry groups; and
- c. community links.

#### 3. **Training Achievements.**

*Consider:*

- a. How participants are supported, and training successfully customised/optimised to meet participant/client needs; and
- b. Course outcomes, and key measures of success (for participants, clients, and industry). This may include:
  - completion rates,
  - employment outcomes, and
  - participant and client satisfaction.