



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

State
Training
Board



2025 Application Guide Organisation Categories

Applications close at 5.00pm, Friday 11 April 2025

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The WA Training Awards

The WA Training Awards celebrate excellence across WA's vocational education and training (VET) sector and are hosted annually by the Department of Training and Workforce Development. The Awards recognise the outstanding achievements of apprentices, trainees and vocational students and the contribution to training made by trainers, training organisations and employers across the State.

Why apply for a WA Training Award?

- Applying for an award provides an opportunity to reflect on your organisation's strengths and achievements.
- The Awards culminate in a presentation ceremony attended by key industry stakeholders from around the State. Award winners gain state-wide recognition from industry experts, peers and the WA community.
- Eligible category winners go on to compete at the Australian Training Awards and may be recognised as a leader in your field on a national level.
- Your achievements will be promoted through a variety of media and marketing opportunities.
- You may have access to networking opportunities on a State and national level.
- Winning an award can increase your organisation's profile to potential students, employees and/or other organisations

What are we looking for from WA Training Award applicants?

Training can have a significant positive impact on the lives of individuals; on the capability and culture of organisations; and in creating opportunities and real change within communities.

Judging panels will be looking for organisations who exemplify this, and who can demonstrate passion, drive and initiative. WA Training Award winners should be able to advocate for and demonstrate excellence in the Western Australian VET sector.

The WA Training Awards

Application process

1. Eligibility criteria – review the criteria for your category and make sure you are eligible to apply.
2. Conditions of Entry – review the Conditions of Entry and ensure you meet all of them.
3. Application – prepare your responses to the selection criteria, short video component and required attachments.
4. Submit your application and attachments via the online application portal. You can save your application as you go, but once it is submitted, no further changes can be made.
5. Confirmation – you will receive confirmation that your application has been received.
6. Online interview – if selected as a semi-finalist you will be invited to participate in a 30-minute online interview with the judging panel.
7. Finalist announcement – all finalists will be announced and notified.
8. Presentation Ceremony – the accomplishments of all finalists and winners will be honoured at the Presentation Ceremony, and winners for each category will be announced.
9. Australian Training Awards – eligible WA winners will automatically be entered into the Australian Training Awards and must attend the ATA Presentation Ceremony if selected as a finalist.
10. Being an ambassador – all WA winners will be ambassadors for training and have opportunities to further promote their success.

Key dates

Key dates will be updated on the WA Training Awards website:

Applications open:

Monday 17 February 2025

Applications close:

Friday 11 April 2025

Online interviews:

June 2025

Finalists announced:

July 2025

Presentation Ceremony:

Friday 5 September 2025 (TBC)

Australian Training Awards:

Friday 5 December (TBC) (Darwin Northern Territory)

The WA Training Awards

Preparing your application

What do you need to include in your application?

Section A: Overview

This is where you provide an overview of your organisation, including the reasons why you are applying for this award.

Your overview will not be considered or used for judging purposes, but should you be selected as a finalist, information from your overview will be used in your profile on the WA Training Awards website, social media and media statements.

Section B: Selection criteria

This is your opportunity to tell your story! Applicants will be assessed against each selection criteria.

Selection criteria top tips:

- Present your answers in a way that clearly addresses each selection criterion, using the considerations listed under each criterion as a guide.
- Judges will be looking for examples and supporting evidence. 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).
- Make sure you address each selection criterion (four in total) within the word limit. We recommend using the full word count to tell your story, with details and examples.

- Templates for preparing and editing your responses to the selection criteria are available on the WA Training Awards website.

Section C: Attachments

Required attachments:

There are documents you need to attach to your online application, and relevant templates are available on our website. It is a good idea to get your attachments ready before you start your online application as incomplete applications will be disqualified.

These include:

- Endorsement letter signed by the Chief Executive Officer/Managing Director.
- Signed talent release form (one form for your whole organisation giving permission to the Government of Western Australia and Commonwealth of Australia to use details from the application, images and video footage for promotional purposes).
- Organisation logo (high-resolution copy of the organisation's logo in EPS, TIFF or JPEG format at 300 dpi).
- Photographs (10 high-resolution photographs in JPEG or TIFF format at 300 dpi. The images should showcase the organisation or initiative and will be used for promotional purposes only).
- Video submission (see full details on following page).

The WA Training Awards

Preparing your application (continued)

Video submission:

Applicants must submit a video profiling their organisation (three minutes maximum length).

Videos must be created in-house using a hand-held device such as a camera on your computer or phone. Judges are not looking for a professionally produced video or the highest production quality. A video is an extra opportunity to showcase your organisation and why your organisation should be an award recipient!


Consider the video format that will best profile your organisation. Options include being interviewed or using a voice-over with video footage.

Additional supporting evidence

In addition to any required attachments, applicants may attach up to ten A4 pages of supporting evidence. This could include certificates, awards, prizes, graphs, tables, etc. Evidence may be provided to support your written application, as long as it does not exceed word or page limits.

Name each of your attachments clearly and refer to those where possible in your written responses to the selection criteria (e.g. Attachment 1, Table 1).

Tips for preparing your video submission:

- Plan before you film. Consider people and areas you wish to film in advance.
- Work from a script. Plan the main points you would like to convey to encourage intention and clarity.
- Make sure your video is clear and audible. Reduce background noise where possible.
- Videos will be judged against the selection criteria.
- You may wish to focus on how your programs are excellent in the context of the selection criteria, or you may take the opportunity to share an experience or quality about your organisation that has particular relevance to the selection criteria.
- Upload your video to the application portal. Specifications for upload:
 - Maximum file size 5GB.
 - Supported video file types (video file type is indicated by the video file name extension for example avi, m4v, mov, mp4, mpeg, etc)
 - Further information about video upload and transcoding is available at: support.awardforce.com/hc/en-us/articles/115000889646-About-video-on-Award-Force 

The WA Training Awards

Submitting your application

Applications must be submitted online through the WA Training Awards application portal, by 5.00pm Friday 11 April. Applicants must submit their own applications.

Register on the home page of the application portal to create an account.

You will receive an email from the Awards team, asking that you confirm your account. You may need to check your spam/junk email folder if you haven't received this.

Once you have confirmed your account you will be able to log in and begin your application.

You can save and edit your application at any time during the application period.

There are four tabs which must be completed in the application portal (tabs 1, 2, 4 and 5). The third tab in the application portal is just for individual category applicants (organisation applicants will be prompted to proceed to the next tab).

1. Choose your category

Here you will select the category you are applying for. The category you choose will determine which details, criteria and attachments are required from you.

You will also name your application in this section. Your application name should be your organisation's name, or the name of your initiative (for Industry Collaboration applicants).

2. Applicant details

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

4. Selection criteria

You will need to provide an overview of your organisation and address all the selection criterion within the word limits.

5. Attachments

Here you will upload the required attachments, supporting documents and video submission (use the drop-down menu to label each of your attachments so the judges know what they are looking at).

WA Small Employer of the Year

The WA Small Employer of the Year award recognises small businesses that have achieved excellence in the provision of nationally recognised training* to their employees.

**Nationally recognised training refers to training that is based on a national training package or accredited course which results in a person receiving a formal qualification or Statement of Attainment issued by a registered training organisation. This includes apprenticeships.*

Eligibility criteria

An organisation must:

- have 99 or fewer full-time equivalent employees;
- have their head office located in WA; and
- deliver nationally recognised vocational education and training to their employees that leads to formal qualifications or Statements of Attainment issued by a registered training organisation (RTO) under the Australian Qualifications Framework.

Joint applications will also be accepted from:

- a group training organisation (GTO) that partners with a host employer; or
- a host employer that partners with a GTO.

If you are nominating as a joint partnership, the responses to the selection criteria must only be based on work jointly completed and achievements jointly accomplished by both organisations.

*Applications will **not** be accepted from organisations whose core business is the delivery of VET (these organisations may consider applying for either the Large or Small Training Provider of the Year Award).*



WA Small Employer of the Year

Organisation details

Organisation overview (500 word limit)

Provide an overview of your business including the products/services that you offer and any major milestones you have achieved.

Applicants should also provide the following details as part of their application:

- Industry sector
- Main business location
- Australian business number
- Number of full-time employees
- Number of part-time employees
- Number of casual employees
- Number of contractors
- Business structure (e.g. partnership, trust, company)
- Length of time in operation (years)
- Your training expenditure as a percentage of annual payroll.

WA Small Employer of the Year

Selection criteria

Criterion 1: Extent and quality of training for employees (800 word limit)

Consider:

- Your involvement in designing training specifically for your business, either alone or in partnership with training organisations;
- The qualifications or courses that your employees are undertaking;
- The percentage of your employees who are actively engaged in training;
- Hours per month (average) employees spend in training;
- How you integrate on-the-job and off-the-job training; and
- How you commit to equity in training such as for employees who are from groups that are under-represented in employment, education and training (such as people with disabilities, indigenous people, people from non-english speaking backgrounds, people in older age groups, people living in remote areas).

Criterion 2: Achievements of the business and its employees that can be attributed to training (800 word limit)

Consider:

- How training has improved the productivity and well-being of your employees (briefly describe the personal training achievements of a few of your staff);

- How training has improved your relationships with clients;
- How training has improved the productivity and profitability of your business;
- How you measure the benefits of training;
- How training will improve your business in the future; and
- How training is integrated into business planning.

Criterion 3: Innovation and excellence in design and delivery of training (800 word limit)

Consider:

- Details of creativity, innovation and excellence in the design, development and delivery of training for your employees;
- Innovative methods that you use to create positive relationships or partnerships with others to enhance the effectiveness of your training; and
- Innovative approaches that you use to encourage access to training for your employees (e.g. mentoring, e-learning, collaborative learning).

WA Large Employer of the Year

The WA Large Employer of the Year award recognises large businesses and enterprises that have achieved excellence in the provision of nationally recognised training* to their employees.

**Nationally recognised training refers to training that is based on a national training package or accredited course which results in a person receiving a formal qualification or Statement of Attainment issued by a registered training organisation. This includes apprenticeships.*

Eligibility criteria

An organisation must:

- have 100 or more full-time equivalent employees;
- have their head office located in WA; and
- deliver nationally recognised vocational education and training to their employees that leads to formal qualifications or Statements of Attainment issued by a registered training organisation (RTO) under the Australian Qualifications Framework.

Joint applications will also be accepted from:

- a group training organisation (GTO) that partners with a host employer; or
- a host employer that partners with a GTO.

If you are nominating as a joint partnership, the responses to the selection criteria must only be based on work jointly completed and achievements jointly accomplished by both organisations.

*Applications will **not** be accepted from organisations whose core business is the delivery of VET (these organisations may consider applying for either the Large or Small Training Provider of the Year Award).*



WA Large Employer of the Year

Organisation details

Organisation overview (500 word limit)

Provide an overview of your business including the products/services that you offer and any major milestones you have achieved.

Applicants should also provide the following details as part of their application:

- Industry sector
- Main business location
- Australian business number
- Number of full-time employees
- Number of part-time employees
- Number of casual employees
- Number of contractors
- Business structure (e.g. partnership, trust, company)
- Length of time in operation (years)
- Your training expenditure as a percentage of annual payroll

WA Large Employer of the Year

Selection criteria

Criterion 1: Extent and quality of training for employees (800 word limit)

Consider:

- Your involvement in designing training specifically for your business, either alone or in partnership with training organisations;
- The qualifications or courses that your employees are undertaking;
- The percentage of your employees who are actively engaged in training;
- Hours per month (average) that your employees spend in training; and
- How you integrate on-the-job and off-the-job training.

Criterion 2: Achievements of the business and its employees that can be attributed to training (800 word limit)

Consider:

- how training has improved the productivity and well-being of your employees (briefly describe the personal training achievements of a few of your staff);
- how training has improved your relationships with clients;
- how training has improved the productivity and profitability of your business;

- how you measure the benefits of training; and
- how training will improve your business in the future.

Criterion 3: Integration of training into business planning (800 word limit)

Consider:

- the training aims of your business;
- the 'training culture' that you have established within your business;
- how training fits into your workforce development and business planning;
- how you have formalised an ongoing commitment to training; and
- how you find out about the training needs of your employees.

WA Large Employer of the Year

Selection criteria (continued)

Criterion 4: Innovation and excellence in design and delivery of training (800 word limit)

Consider:

- details of creativity, innovation and excellence in the design, development and delivery of training for your employees;
- innovative methods that you use to create positive relationships or partnerships with others to enhance the effectiveness of your training; and
- innovative approaches that you use to encourage access to training for your employees (e.g. mentoring, e-learning, collaborative learning).

Criterion 5: Commitment to equity in training (800 word limit)

Consider:

- the training you have made available to employees who are from groups often under-represented in employment, education and training, (such as people with disability, indigenous people, people from non-English speaking backgrounds, people in older age groups and people living in remote areas;
- the number of these employees who have actively engaged in training;
- the number of these employees who have actively trained for managerial or supervisory jobs; and
- the training programs that have been specifically designed for these employees.

WA Industry Collaboration Award

The WA Industry Collaboration Award recognises exemplary skills development collaborations between at least one employer/industry body and at least one organisation delivering nationally recognised VET.

Eligibility criteria

An organisation must:

- have at least one party who is an industry organisation (e.g. employer, enterprise, group of enterprises, industry association, industry advisory body, trade union or professional association);
- have at least one party who is delivering nationally recognised VET or directly contributing to the outcomes of nationally recognised VET which leads to formal qualifications or Statements of Attainment under the Australian Qualifications Framework; and
- have their head office located in WA.

Organisations must demonstrate a genuine and shared agreement (either formal or informal) to cooperate and work together for mutual benefit. Collaborations typically will not include transactional or service delivery arrangements or partnerships where financial and cost arrangements are a defining characteristic.

*Applications will **not** be accepted from organisations operating under a contractual 'partnership' agreement.*



WA Industry Collaboration Award

Organisation details

Organisation overview (500 word limit)

Provide an overview of the collaboration, including:

- name of the collaboration;
- lead organisation and each of the parties to the collaboration;
- purpose and objectives of the collaboration;
- 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.

WA Industry Collaboration Award

Selection 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:

- 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 have 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?

WA Small Training Provider of the Year

The WA Small Training Provider of the Year award recognises small registered training organisations (RTOs) that offer a range of training products and services and that demonstrate excellence and high-level performance in all aspects of VET.

Eligibility criteria

An organisation must:

- have 500 or less students enrolled at the time of applying, as reported by RTOs in the most recent annual National Centre for Vocational Education Research (NCVER) data collection period;
- be a RTO for which the delivery of VET is the core business; and
- deliver the majority of training in WA*.

** Organisations may only nominate for this category in a single state or territory. Only one nomination will be accepted per RTO code.*



WA Small Training Provider of the Year

Organisation details

In addition to a 500 word organisation summary applicants should provide the following details as part of their application:

Australian business number	
RTO number	
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 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)	%

Number of full-time equivalent staff	
Number of casual staff	
Number of contract staff	
Length of time in operation (years)	
Percentage of annual turnover attributed to Australian Government funding	%
Percentage of annual turnover attributed to State Government funding	%
Percentage of annual turnover attributed to fee-for-service funding	%

**Please attach evidence of the breakdown of your enrolled student numbers in each state and territory (as provided to NCVER in the most recent annual data collection period). Note that this attachment is not counted towards the attachment limit.*

***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.*

WA Small Training Provider of the Year

Selection criteria

Criterion 1: High quality and leading practice in VET (800 word limit)

How do you provide high quality VET? For example, you may consider:

- how you demonstrate excellence and high level performance in nationally 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); and
- 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; and
- 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; and
- how your training reflects changing industry requirements and expectations.

WA Small Training Provider of the Year

Selection criteria (continued)

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 workforce;
- 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; and
- 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 do 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; and
- innovative approaches that you use to encourage access to training for your students (e.g. mentoring, e-learning, collaborative learning).

WA Large Training Provider of the Year

The WA Large Training Provider of the Year award recognises large registered training organisations (RTOs) that offer a range of training products and services and demonstrate excellence and high-level performance in all aspects of VET.

Eligibility criteria

An organisation must:

- have 500 or more students enrolled at the time of applying, as reported by RTOs in the most recent annual National Centre for Vocational Education Research (NCVER) data collection period;
- be a RTO for which the delivery of VET is the core business; and
- deliver the majority of training in WA*.

** Organisations may only nominate for this category in a single state or territory. Only one nomination will be accepted per RTO code.*



WA Large Training Provider of the Year

Organisation details

In addition to a 500 word organisation summary, applicants should provide the following details as part of their application:

Australian business number	
RTO number	
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 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)	%

Number of full-time equivalent staff	
Number of casual staff	
Number of contract staff	
Length of time in operation (years)	
Percentage of annual turnover attributed to Australian Government funding	%
Percentage of annual turnover attributed to State Government funding	%
Percentage of annual turnover attributed to fee-for-service funding	%

**Please attach evidence of the breakdown of your enrolled student numbers in each state and territory (as provided to NCVER in the most recent annual data collection period). Note that this attachment is not counted towards the attachment limit.*

***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.*

WA Large Training Provider of the Year

Selection criteria

Criterion 1: High quality and leading practice in VET (800 word limit)

How do you provide high quality VET? For example, you may consider:

- how you demonstrate excellence and high level performance in nationally 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); and
- 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; and
- 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; and
- how your training reflects changing industry requirements and expectations.

WA Large Training Provider of the Year

Selection criteria (continued)

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 workforce;
- 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; and
- 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; and
- innovative approaches that you use to encourage access to training for your students (e.g. mentoring, e-learning, collaborative learning).

Conditions of entry

To be considered for an individual award, the following conditions of entry must be met:

- Applications must be submitted online via the WA Training Awards application portal before 5:00pm on the closing date. All applicable sections of the portal must be completed, including all required attachments.
- Each category requires supporting documentation and references, and these must be uploaded and attached to the online application under the 'Attachments' section.
- Applicants can apply for one category only and must meet the eligibility criteria for that category.
- It is the responsibility of the applicant to ensure that they have selected the correct category.
- Application responses must be no longer than the maximum word limit allowed.
- The WA Training Awards is a self-nomination process. Applicants must personally prepare and submit their own applications. However, it is still recommended that applicants get a friend, coworker or family member to review their application before submitting.
- Applicants acknowledge that the information submitted in the 'overview' will be summarised and used as a profile should they be selected as a finalist.
- In addition to the required attachments, organisation applicants may attach additional relevant supporting evidence (maximum 10 A4 pages).
- Applicants must supply factually correct information with the understanding that this will be checked and confirmed before the application is progressed to the judging panel.
- Applicants must agree to abide by the decision of the selection panel, as no appeals will be entered into.
- By entering, finalists and winners agree for their photographs, profiles, video footage, training details and suburbs to be used for promotional purposes by the Government of Western Australia and Commonwealth of Australia. The check box in the application portal must be ticked to substantiate this.
- Applicants must comply with Department of Training and Workforce Development standards in regard to training, workplace health and safety and industrial relations matters.
- Applicants agree to notify the Awards team immediately, should there be a change in an applicant's circumstances with regard to their training or employment.
- Applicants must advise the Awards team of changes to their contact details.
- Applicants acknowledge that should they win their WA Training Awards category, their original application will be submitted to the Australian Training Awards. The Australian Training Awards will allow State winners to update content only where there is new information or information has changed between nominated dates.

Checklist

I have:

	selected the correct category and confirmed my eligibility to enter the WA Training Awards;
	addressed all of the selection criteria;
	ensured my response to the selection criteria is within the specified word limit;
	prepared a video submission profiling my organisation (max length 3 minutes);
	completed all relevant tabs in the application portal;
	submitted my application via the online application portal by 5.00 pm on Friday 11 April 2025; and
	followed the WA Training Awards on social media for all the latest information and updates (Facebook, Instagram, LinkedIn, YouTube and Wordpress).

In the application portal, I have attached:

	signed application endorsement from my organisation's CEO/MD;
	signed talent release form;
	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);
	video submission; and
	relevant supporting evidence such as awards/prizes/tables/graphs.



Australian Training Awards

The Australian Training Awards are the peak national awards for the VET sector that showcase best practise in vocational education and training.

Winners from each state and territory (in aligned categories) have the opportunity to compete for a national award title.

There are also a number of awards that are available by direct entry.

- Outstanding Achievement in the VET and Skills Sector Award
- Excellence in Language, Literacy and Numeracy Practice Award
- Australian Apprenticeships – Employer Award
- School Pathways to VET Award

You can apply for these categories directly through the Australian Training Awards website – australiantrainingawards.gov.au. You will also find all eligibility and criteria requirements on their website.

**AUSTRALIAN
TRAINING
AWARDS**

Further information

You can contact us with any questions:

📞 **6551 5155**

✉ watrainingawards@dtwd.wa.gov.au ↗

🌐 www.wa.gov.au/watrainingawards ↗

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