



ISAC NT 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.

Nominee: (insert partner name here)

Proudly sponsored by



Win up to \$3,000 cash and the opportunity to represent the Northern Territory at the Australian Training Awards

Entries close 5pm Wednesday 2 May 2018

Submit your collated and completed nomination via email as one attachment to:
trainingawards@nt.gov.au

Please ensure the file size is no larger than 15MB.

How to complete and submit your nomination

Step 1 – Check your eligibility

Review your eligibility for the award category. If you are not eligible for this category another category may be more appropriate.

Step 2 – Read the conditions of entry and note the key dates, selection process and further commitments

Review the conditions of entry and key dates and ensure that you are able to agree to these conditions, dates, and commitments.

Step 3 – Complete the nomination form

Complete the nomination form and ensure you have filled in all sections.

Step 4 – Sign the declaration form

Ensure you have completed all signatures.

Step 5 – Address the selection criteria *

Complete the selection criteria addressing the questions provided.

* Applications are to be in 12pt Arial font and **within the word limit applicable for each criterion**. Up to 10 A4 single sided pages are permitted (excluding the nomination form and talent release form). Nominees can choose to use this template or submit their nomination in their own format. The award criteria should be the focus of your application, however any relevant evidence may be provided as long as it does not exceed the specified word / page limit.

Step 6 – Sign the talent release form

Complete the talent release form and ensure you have filled in all sections

Step 7 – Organisation logos and Photographs

Include a copy of your logo as a vector file in either Freehand or Illustrator EPS formats or as a high resolution TIFF minimum 300 dpi. *Should your organisation progress as a finalist you will need to supply 10 photographs in digital format (JPEG or TIFF) which showcase the collaboration in action at 300 dpi (high resolution). These photos will be due to awards coordinators by Monday 13 June.*

Step 8 – Checklist

Complete the checklist to ensure you have provided everything that is needed

Step 9 – Collate your nomination

Collate your nomination form, selection criteria and attachments into **one PDF document no larger than 15mb**. All sections must be completed. Incomplete nominations will be returned to the applicant and not accepted until they are completed in full.

Step 10 – Submit your nomination

The method for submitting your completed nomination is via email **as one file plus logo file** to: trainingawards@nt.gov.au Please ensure the file size is no larger than 15MB.

If you have any problems submitting your nomination please contact the NT Training Awards Nominations Coordinator via email on 08 89357751

For further information please visit www.trainingawards.nt.gov.au

Step 1 – Check your eligibility

To nominate for the Industry Collaboration Award:

- at least one party in the collaboration **must** be an industry organisation (eg 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 nationally recognised qualifications or Statements of Attainment under the Australian Qualifications Framework; and
- the collaboration must demonstrate an innovative approach and excellence in implementation beyond what is required in the Australian Quality Training Framework/National Framework for Registration.

Note The collaboration cannot be between two arms of the same organisation.

Nominations will **not** be accepted from organisations operating under contractual 'partnerships' agreements.

Step 2 – Read the below

Conditions of entry

- The closing time and date for all nominations is 5.00 pm, Wednesday 2 May 2018. No nomination will be accepted after this date.
- Applications are to be in 12pt Arial font and **within the word limit applicable for each criterion**. Up to 10 A4 single sided pages are permitted (excluding the nomination form and talent release form).
- Nominees must meet all eligibility criteria
- Nominees must agree to abide by the decision of the judging panel, which is final and cannot be appealed.
- Representatives from each shortlisted organisation must be available for interview in Darwin on Monday 25 June 2018.
- All short listed nominees (finalists) must be available to attend the NT Training Awards gala presentation event in Darwin on Saturday 22 September 2018.
- All nominees must comply with the Department of Trade, Business and Innovation standards in regard to training, workplace health and safety, and industrial relations matters. Consequently, Award Coordinators may refuse to proceed with a nomination at any time where an organisation or individual is under investigation by the Department of Trade, Business and Innovation, or has any unresolved issues with the department.
- Finalists and winners must agree for their photographs, profiles and training details to be used for promotional purposes by the Northern Territory Government or their delegate.

Key dates

Wednesday 2 May 2018	Nominations close
Monday 25 June 2018	Organisational finalist judging interviews
Friday 21 September 2018	Finalists and sponsors networking event
Saturday 22 September 2018	Gala Awards Dinner event (winners announced)
Thursday 15 November 2018	Australian Training Awards (Sydney)

Selection process

- Written applications will be assessed against the selection criteria to determine shortlisted nominees (finalists).
- Finalists will be required to attend an interview in Darwin on Monday 25 June 2018, at which time the winner and runner up will be selected.

Gala Presentation Dinner

The Northern Territory Training Awards results will be announced at a gala presentation dinner in Darwin on Saturday 22 September 2018. Finalists in this category will receive two tickets for the collaboration for entry to the dinner. Additional tickets will be available to purchase in July. It is a requirement that all finalists be present at the dinner.

Progression to the Australian Training Awards

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 competition in the national finals.

The 2018 Northern Territory winner of this category will automatically be nominated for the Australian Training Award. The original application from the winner of this category addressing the award criteria below and submitted through the NT Training Awards process will be used. Finalists will be announced by the Australian Training Awards early October 2018.

Step 3 - Nomination Form

2018 Industry Collaboration Award					
(Insert partner name here)					
Organisation 1 details (All fields must be completed)					
Name of Organisation:					
Contact Person 1					
Title:		First Name:		Surname:	
Position:					
Postal Address:					
Telephone:			Email:		
Contact Person 2					
Title:		First Name:		Surname:	
Position:					
Postal Address:					
Telephone:			Email:		
Organisation 2 details (if applicable)					
Name of Organisation:					
Contact Person 1					
Title:		First Name:		Surname:	
Position:					
Postal Address:					
Telephone:			Email:		
Contact Person 2					
Title:		First Name:		Surname:	
Position:					
Postal Address:					
Telephone:			Email:		
Registered Training Organisation details					
Name of Organisation:					
Contact Person 1					
Title:		First Name:		Surname:	
Position:					
Postal Address					
Telephone			Email		

2018 Industry Collaboration Award

(Insert partner name here)

Contact Person 2

Title:		First Name:		Surname:	
Position:					
Postal Address					
Telephone			Email		

Please include details of other organisations in the collaboration as required.

How did you hear about the NT Training Awards

Please tick all that are appropriate to you

Training provider	<input type="checkbox"/>	Industry Training Advisory Council	<input type="checkbox"/>
Group training organisation	<input type="checkbox"/>	Employer	<input type="checkbox"/>
Newspaper	<input type="checkbox"/>	Australian Apprenticeships NT	<input type="checkbox"/>
Radio	<input type="checkbox"/>	Awards nominations coordinator	<input type="checkbox"/>
Facebook	<input type="checkbox"/>	Television	<input type="checkbox"/>
Direct letter / email	<input type="checkbox"/>	Other, please state:	<input type="checkbox"/>

Step 4 – Sign the declaration form

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(Insert partner name here)

I have read the nomination information and agree to the conditions of entry as detailed above.

I confirm that all information I have provided is true and accurate.

I confirm there are no current complaints issued against the organisations and there are no matters currently forwarded to the ombudsmen.

Organisation 1 Signed:			
Name		Date	
Organisation 2 Signed:			
Date		Date	
RTO Signed			
Name		Date	

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(Insert partner name here)

Section B: Applicants will be judged against the following criteria

- Criterion 1: Outstanding practice of the collaboration (ie above and beyond practice).
- Criterion 2: Achievements of the collaboration for training
- Criterion 3: Training impacts of the collaboration
- Criterion 4: Sustainability and future of the collaboration

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

Note: in evaluating all the criteria, responses will be strengthened by the inclusion of measurable results and appropriate indicators (including customer satisfaction data and other types of external validation)

Criterion 1: Outstanding practice of the collaboration

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
- contribution to the advancements of the industry/community in which it operates.

Limit: 800 words

1. The Industry Collaboration Award is about acknowledging the working collaborations that are producing high quality, innovative vocational education and training in the Territory today. Can you tell us about the circumstances ... the issues ... that led to this collaboration's creation and development?
2. And can you tell us what measures you have taken to make the collaboration work ... to ensure its long-term viability and application more broadly?
3. Now can you tell us what makes this collaboration so special and outstanding – why is it unique in terms of its training and skills development and how does it contribute to the industry it operates in?

2018 Industry Collaboration Award

(Insert partner name here)

Criterion 2: Achievements of the collaboration for training

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 under-represented in the industry or workplaces generally
- can the outcomes of the collaboration be replicated or modelled for other industries.

Limit: 800 words

Criterion 3: Training impacts of the collaboration

Consider benefits to the:

- employer / industry body and its employees
- organisation delivering nationally recognised training
- individuals involved in the collaboration
- community and / or region
- industry and/or industry sector
- the relevant Training Authority and the broader training system
- improvements in the processes / procedures of all collaborating organisations.

Limit: 800 words

2018 Industry Collaboration Award

(Insert partner name here)

Criterion 4: Sustainability and future of the collaboration

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
- plans for expansion or adoption in other settings

Limit: 800 words

Step 6- Talent Release Form

Talent Release Form			
I,			
of (address)			
		Telephone:	
Mobile:		Email:	
<p>I agree to appear in visual and/or audio recordings which can be used in advertisements, documents and other promotional material published by the Northern Territory Government.</p> <p>I give permission for my name and visual and / or audio recordings of me to be used in advertisements, documents and other promotional material published by the Northern Territory Government.</p> <p>I assign any rights I may have in the visual and/or audio recordings and associated advertisements, documents and promotional material to the Northern Territory Government.</p> <p>I am free to enter into this Agreement, and to appear in the proposed advertisements, documents and other promotional material published by the Northern Territory Government.</p> <p>This Agreement is made under the laws of the Northern Territory and any dispute can be taken for resolution by the courts in the Northern Territory.</p> <p>Wherever possible, the Northern Territory Government will remain sensitive to and understanding of cultural, family and personal sensitivities</p>			
Are you of Aboriginal or Torres Strait Islander descent?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Any special considerations for use of the visual / audio recording(s):			
Brief description of visuals / audio recorded:			
Date:		Signed:	
		(if minor, signature of parent/guardian)	
Collected on behalf of the Northern Territory Government by:			
Name:		Signed:	
<p>The Northern Territory Government is collecting the information in this form to obtain permission to use visual and audio recordings in Northern Territory Government advertising, documents and promotional materials. Visual and / or audio recordings, or other personal information described in this form may be supplied to contractors or service providers engaged by the Northern Territory Government to develop or produce advertising, publications or promotional materials, but will not be provided to any other person or organisation for purposes other than Northern Territory Government advertising and promotions. You are entitled at any time to access and amend the information provided by you on this form.</p> <p>Northern Territory Government, GPO Box 3200, Darwin NT 0801, Australia</p>			
For more information please contact: Chantelle Salandanan			
Agency name:	Department of Trade, Business and Innovation	Telephone:	08 8935 7751

To be completed by all staff members participating in the NT Training Awards photo shoot.

Information about having visual and / or audio recordings taken of you for the NT Government.

Before you agree to have any recordings taken of or including you for the Northern Territory Government, there are some important things you need to know.

Note: Where the words photo or photograph is used, this includes any other recordings, such as video, film and sound.

What will happen to my photograph once it is taken?

The Northern Territory Government will store your photograph digitally in its photographic database and library. The talent release form that you signed will be placed in a file. The photograph and the form will be cross referenced to ensure we have your permission to use your photograph.

Who can use my photograph?

Once stored in the database, your photograph may be used by any Northern Territory Government department or agency. Your photograph cannot be shared with any person, organisation or company outside of the Northern Territory Government without your express permission. This includes private companies, political parties, advertising agencies and charitable organisations.

Where will my photograph be used?

Your photo may be used in a variety of applications, ranging from small newsletters to major displays. Some of the typical places you might see your photo include:

- In newsletters distributed in the Territory and interstate in both printed and electronic format.
- In advertisements in newspapers, magazines or television in the Northern Territory and the rest of Australia.
- In a range of printed publications such as government strategy documents or brochures promoting or explaining government services.
- On government websites.
- On government displays.

What if I don't want my photograph to be used somewhere?

It can be quite a surprise to see your photograph blown up two metres tall at a display, or to suddenly find yourself appearing on television. You need to be aware that your photograph may be used in these situations unless you ask for it not to be. If there are circumstances where you do not want your photo used, make sure you write that down on the Talent Release Form you sign. Or if you are giving permission for your photograph to be used for one purpose only, you also need to write this down.

Or contact Chantelle Salandanan on 08 8935 7751.

Why do you need to know if I am Indigenous?

We appreciate that if you are Indigenous, there may be certain cultural sensitivities about using your image.

Step 7 – Organisation logos and Photographs

Include a copy of your logo as a vector file in either Freehand or Illustrator EPS formats or as a high resolution TIFF minimum 300 dpi.

Should your organisation progress as a finalist you will need to supply 10 photographs in digital format (JPEG or TIFF) which showcase the collaboration in action at 300 dpi (high resolution). These photos will be due to awards coordinators by Monday 11 June 2018.

Step 8 – Checklist

Before submitting your nomination, please check:

- All of the assessment criteria have been individually addressed **within the word limit applicable to each criterion**; and there are no more than ten (10) A4 single sided pages included as attachments (excluding nomination form and talent release form).
- The nomination form is completed and signed.
- The declaration form is signed.
- The talent release form is completed, signed and included in your nomination.
- A copy of your partnership logos as vector files in either Freehand or Illustrator EPS formats or as a high resolution TIFF minimum 300 dpi are included.
- There are no video or audiotapes or other bulky materials such as training manuals with your nomination.

Step 9 – Collate your nomination

Collate your nomination form, selection criteria and attachments into **one PDF document no larger than 15mb**.

Organisation logos and photographs can be sent separately.

Step 10 – Submit your nomination

The preferred method for submitting your completed nomination is via email as one attachment to:

Please ensure the file size is no larger than 15MB.

If you have any problems submitting your nomination please contact the NT Training Awards team:

Email: trainingawards@nt.gov.au

Phone: (08) 8935 7751

All sections of the nomination form, talent release form and criteria must be completed and addressed. Incomplete nominations will be returned to the applicant and not accept until they are completed in full.

For further information please visit trainingawards.nt.gov.au.