

# VICTORIAN SMALL TRAINING PROVIDER OF THE YEAR AWARD

## NOMINATION FORM

\*Nominations close Friday 15 May 2009.

### ORGANISATION DETAILS: (please print clearly)

Name of Training Provider:		
Postal Address:	P/code:	
Name of Director/CEO:		
Contact Person:	Position/Title:	
Phone (work):	Fax:	Mobile:
Email Address:		

39

### ENDORSED BY CEO/DIRECTOR OF TRAINING PROVIDER:

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

On behalf of \_\_\_\_\_ (name of training provider),  
I am applying for the **VICTORIAN SMALL TRAINING PROVIDER OF THE YEAR AWARD** and agree:

- to the conditions of entry for the Victorian Training Awards as detailed in the nomination booklet and on the website [www.skills.vic.gov.au/awards](http://www.skills.vic.gov.au/awards)
- that in the case of selection as a finalist or winner, photographs and non-confidential details from the nomination form can be used in promotional materials by the Department of Innovation, Industry and Regional Development.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Checklist for applications

When completing your application, remember to:

- Use 12 point fonts only
- Keep to twenty (20) A4 pages including attachments
- Directly address the criteria in your written application
- Read conditions of entry
- Meet the deadline of 15 May 2009 at 5pm (the date and time all applications need to be received)
- Use the correct mail or delivery address
- Provide ten (10) copies consisting of nomination form and application.

### Criteria Checklist

- Criterion 1: Leading practice in vocational education and training
- Criterion 2: Strategic planning processes
- Criterion 3: Client and market focus
- Criterion 4: Human resource capability
- Criterion 5: Partnerships and links.