

## Community Training Initiative of the Year

### 2025 eligibility criteria

The Community Training Initiative of the Year award recognises a community-based, not-for-profit organisation delivering a specific program or project (an initiative) to Queenslanders who need support to gain the skills, experience and qualifications required to enter and stay in the workplace.

### Eligibility criteria

Nominees must:

- be a community-based organisation, based in Queensland, with not-for-profit objectives
- be delivering services in Queensland
- be able to demonstrate successful experience in providing tailored employment outcome-focused, community-based services and support to a range of participants, including young people, mature age job seekers, Aboriginal and Torres Strait Islander people, and people with disability, re-entering the workplace and from culturally and linguistically diverse backgrounds
- meet the [conditions of entry](#).

### How to enter

The key to success is starting early. Everything you need to know to enter, including help to plan your nomination, is available from the [Queensland Training Awards \(QTA\) website](#).

Scan the code to go online and access:

- a [guide to preparing your nomination](#), including a handy checklist, writing tips, [drafting templates](#) and [examples of successful nominations](#)
- conditions of entry
- information on the judging process
- frequently asked questions
- [contact details for state and regional coordinators](#), who can assist you with your nomination.

Nominations are submitted online via a nomination portal. Access is available from the QTA website during the nomination period only.

You'll have to set-up an account, then complete nomination sections and hit submit. You can edit your nomination right up to closing time, even after you submit.

For help to plan outside the nomination period, you can also [express your interest](#) online.



## Section A: Overview

The information in Section A will **not** be considered or used for judging purposes, but it may be used as a summary of your organisation and initiative throughout the awards process.

### Initiative summary

Provide short overview of your organisation and initiative, including:

- your organisation's aims and objectives, and who you support
- a description of your specific program or project (the initiative), including its name, goals, partners and participants.

(Limit: 500 words)

## Section B: Selection criteria

Nominees will be judged against the following selection criteria:

- Criterion 1: Lead a community-based initiative focused on employment outcomes
- Criterion 2: Strategies to assist participants
- Criterion 3: Outcomes for participants
- Criterion 4: Partnerships and links

### Addressing the selection criteria

This information will be considered and used for shortlisting and judging purposes. Please be aware that your responses to the selection criteria will be strengthened by the inclusion of measurable results and appropriate indicators, including customer satisfaction data and other types of external validation.

The selection criteria should be the focus of the nomination. In developing your nomination, you may wish to take into account the considerations listed under each criterion.

*Note: Considerations are not additional selection criteria but are provided to clarify what may be relevant to include when writing a response for each criterion.*

### Criterion 1: Lead a community-based initiative focused on employment outcomes

How does your specific program or project provide exceptional services or support within your local community? You may wish to consider:

- how does your program or project support the community to build skills, address disadvantage and create an inclusive society
- how do you work collaboratively and engage local industry and employers to support inclusive workforce development
- how does your program or project align to local labour market needs and employment trends (e.g. reference participation rates, unemployment rates, current vacancy rates, industry growth, local employment predictions)
- how has your organisation forged a strong community presence within a local area (e.g. local knowledge, fostered networks and relationships, and how these support your organisation's achievements)

- how does the community benefit from your initiative and other services and support you provide, and the level of need there is in the community for the services you provide.

(Limit: 800 words)

## Criterion 2: Strategies to assist participants

What strategies and support mechanisms does the organisation implement to identify and address the barriers to learning and employment faced by participants of your program or project?

If your organisation has partnered with a registered training organisation (RTO) to provide services to participants, it is important to separate the services that would be provided an RTO from those that are provided by your organisation. You may wish to consider:

- the negotiations that your organisation undertakes when partnering with an RTO to ensure participants' needs are accommodated (e.g. adequate volume of learning, flexible delivery mode options, flexible assessment methods)
- how your organisation can demonstrate the range of work experience arrangements it has in place with local employers
- the employer networks your organisation has established and how they operate to ensure participants are linked with job opportunities
- how your organisation can demonstrate the range of support services it provides to participants to prepare them to enter the workforce and maintain employment (e.g. individual case management services, job search services, interview preparation, post-placement follow-up).

(Limit: 800 words)

## Criterion 3: Outcomes for participants

How does the organisation measure and monitor the outcomes it achieves for participants? What are the outcomes your organisation achieves? You may wish to consider:

- how your organisation measures success (e.g. employment outcomes and completion data, industry recognition)
- how your organisation collects and analyses data on participant outcomes and completion
- how your organisation encourages participants to access further VET
- how your organisation identifies and attracts participants, industry and community partners
- providing a summary/overview of your participant outcomes for at least the last two financial years.

(Limit: 800 words)

## Criterion 4: Partnerships and links

How does the organisation establish genuine partnerships to achieve employment outcomes for participants? You may wish to consider:

- strategies your organisation utilises to identify local community issues (e.g. social, economic, industrial and environmental issues) and how they are incorporated into service delivery, and industry and employer engagements
- if your organisation partners with RTOs to provide training and assessment services to participants, how your organisation selects an RTO to provide these services (e.g. delivery strategies which

accommodate disadvantaged learners, customised training plans, mode of delivery, learning support matched to participants)

- how your organisation establishes and monitors positive relationships with individuals, enterprises, local employers, industries and community groups
- how your organisation builds new, innovative and effective partnerships in the local or wider community.

(Limit: 800 words)

## SECTION C: Attachments

Required:

- High quality business logo
- 3-5 workplace or publicity photos, ensuring you have consent from everyone pictured ([learn more about photo requirements and access photography tips online](#))

Optional supporting material, such as:

- letters of support from partnering organisations such as local councils, employers and registered training organisations – recommended
- newspaper, newsletter or other articles
- photocopies of awards or certificates
- endorsements from participants.

Up to five (5) single A4 pages of optional supporting material of relevance may be provided. Excess optional items **will not** be passed onto judging panels for assessment.

Each attachment **must not exceed 10MB**. Accepted file types include JPG, JPEG, PNG, PDF, DOC, DOCX, XLS and XLSX. Multimedia items (e.g. YouTube videos) or discs will not be accepted.

## What happens next?

- Nominations are shortlisted for phone or online interviews, with judging at regional and state levels.
- **July – Queensland Training Awards regional finals**, regional winners announced
- **September – Queensland Training Awards state final**, state winners announced

Note: This is a Queensland only award and does not progress to the Australian Training Awards.

## More information

For more information, [contact your state and regional coordinator](#) or [visit the QTA website](#).