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# 2019 NTIA ENTRANT GUIDELINES

## Category 36 – Best Registered Travel Industry Training Institution

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*This award recognises the travel industry training institution that best equips its students to work within the Travel & Tourism Industry, with a focus on the changing trends within the industry.*

### **Eligibility Criteria:**

To be eligible you must:

- Be a Registered Training Organisation (RTO) with a valid registration number and must operate travel industry specific training courses
- Must be an AFTA Accredited Training Provider

### **Winner Determination:**

A two-step process is used to determine the winner in this category.

**Step-one:** Registered Training Institutions must accept their nomination by completing a few short questions. The answers will be marked by an independent assessor. The five (5) highest scoring Nominees will proceed through to being a Finalist in this category. This means that there is NO voting for this category.

**Step-two:** Companies who reach the Finalist stage are required to make a presentation to the AFTA NTIA Judging Panel in Sydney between Wednesday 12 – Friday 21 June 2019. As per the Conditions of Entry Finalists must be available for their allocated date and time of judging.

**The winner will be determined by the company who has the highest combined score from step-one and step-two.**

### **Step-one: Nomination Submission Questions:**

1. Accurately provide your contact information
2. Explain what it means to your institution to be an AFTA Accredited Training Provider (max 500 words)
3. Explain the Unique Value Proposition of your institution i.e., what sets you apart from other institutions (max 500 words)
4. Why do you believe your institution should be recognised as Australia's Best Registered Travel Training Institution? (max 500 words)
5. In your opinion, what is the biggest challenge facing travel education in Australia? (max 500 words)

## **Step-two: Presentation before a Judging Panel:**

### **Helpful Information:**

- Presentation is limited to a maximum of **30 minutes** – please time your presentation to meet the criteria as additional time will not be permitted.
- Please do not consider your presentation a sales/promotional call, but rather as an analysis of your business. Please ensure that you address all aspects of the criteria in a logical and thorough manner.
- A laptop and TV screen will be provided for PowerPoint presentations. AFTA uses a PC with Microsoft Windows 8 and PowerPoint 2010. Please ensure that your presentation is compatible with these systems as alternate laptops will not be permitted. We are unable to play your presentation in any Mac based format.
- As the presentation will be displayed on a TV screen and or projector screen, please make sure the fonts on each slide are a reasonable size and can be viewed from the other side of the room.
- Please bring your PowerPoint presentation (if applicable) saved on the NTIA Finalist USB stick provided, along with one (1) copy of the presentation. Please note that these will not be returned following the presentation.
- Please ensure your presentation addresses the category entered – Best Registered Travel Industry Training Institution.
- Please base the presentation on achievements in the 12 months: 15 February 2018 through to 15 February 2019.
- Presenters should wear casual business attire or uniform to the Judging Presentation.
- You are required to present in the order outlined below, if you do not present in the order below, it can effect your score significantly.

### **Presentation Questions:**

- 1. Provide a general overview of the nature and history of the Institution.**  
To answer this, describe the unique and outstanding features of your Institution, be brief but dynamic. Identify clearly purpose and role of the Institution and note if it is a Private or Government funded organisation.
- 2. List your goals for the qualifying period and the strategies employed to achieve each goal.**  
Indicate the outcome against each goal and use percentages where appropriate. Make sure your goals are clear and quantitative. Demonstrate ambition, expectations and targets and explain briefly how you accomplished each goal and the actual results achieved.
- 3. How does your Institution interact with the industry in order to display credibility and relevance of its courses to the industry?**
  - What research does your Institution carry out to determine training needs?
  - What new education concepts have you introduced in the last 12 months to meet these needs?
  - How do you ensure consistently high standards, in order to turn out the most sought after graduates? Provide evidence of successful placement of graduates.

**4. How do you promote and measure the success of your Institution?**

Describe how you promoted/marketed your Institution to various target markets. Identify results achieved, e.g. course completion rate, successful placement of students.

**5. Explain how you ensure a standard of quality in your curriculum.**

Describe mechanisms used to ensure curriculum remains relevant to industry trends and target markets and how you value-add or enhance your program against core curriculum.

**6. How does your institution undertake or adhere to environmental and social policies?**

Show evidence of awareness of environmental issues and policies in place, as well as any involvement in Charities or the local community.

**All financial and other information provided will be treated as confidential.**

Graphs and charts which indicate the growth of the business may be included (if applicable) and should be accompanied by a clear explanation and be easy to read. Demonstrating growth through percentages is also acceptable.