The Large Employer of the Year Award recognises a large enterprise which has achieved excellence in the provision of ‘nationally recognised training’ to its employees.

# Victorian Large Employer of the Year Award

‘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 provider. This includes Victorian Apprenticeships.

## Eligibility

To nominate, an organisation must:

* employ 200 or more full-time equivalent employees

The Victorian Training Awards will accept joint nominations from:

* a Group Training Organisation who partners with a Host Employer
* a Host Employer who partners with a Group Training Organisation.

Nominations will **not** be accepted from organisations whose core business is the delivery of vocational education and training (these organisations may consider nominating for either the Large or Small Training Provider of the Year Award).

The 2017 Victorian winner of this category will automatically be nominated for the Australian Training Awards and will compete at the national level.

## Preparing your nomination

### Section A: Overview

Provide a brief description of your business, including the products/services that you offer and any major milestones you have achieved.

This information **will not** be considered or used for shortlisting or judging purposes, but it may be used as a summary of your organisation throughout the Awards process.

The overview is limited to 500 words

### Business Details

In this section you will need to provide details relating to your organisation as follows:

* industry sector
* main business locations
* 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.

### Section B: Criteria

This information **will** be considered and used for short listing and judging purposes. Please be aware that 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).

**The considerations listed under each criteria are provided to clarify what to include when writing against the criteria.**

Criteria 1: Extent and quality of training for employees

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
* your training expenditure as a percentage of annual payroll
* the percentage of your employees who are actively engaged in training
* hours per month (average) that your employees spend in training
* how you integrate on-the-job and off-the-job training.

Criteria 2: Achievements of the business and its employees that can be attributed to training

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.

Criteria 3: Integration of training into business planning

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
* how you find out about the training needs of your employees.

Criteria 4: Innovation and excellence in design and delivery of training

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
* innovative approaches that you use to encourage access to training for your employees (e.g. mentoring, e-learning, collaborative learning).

Criteria 5: Commitment to equity in training

Consider:

* the training you have made available to employees who are from groups under-represented in employment, education and training (such as people with disabilities, Aboriginal – Koorie people, people from non-English speaking backgrounds, people in older age groups, 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
* the training programs that have been specifically designed for these employees.

Each criteria is limited to 800 words

## Supporting Evidence

The award criteria should be the focus of your nomination; however any relevant evidence may be provided to support your nomination.

Supporting evidence should include:

* five photographs showcasing the organisation or initiative
* the organisations logo
* signed copy of the Business Endorsement
* any tables, graphs or figures to support your nomination
* any recognition or achievement awards
* any other evidence supporting the claims made in your applications.