



MEDIUM EMPLOYER OF THE YEAR

ELIGIBILITY

To nominate, an organisation must employ 20 or more, but less than 200, full-time equivalent employees.

The Victorian Training Awards will accept joint nominations from:

- a Group Training Organisation which partners with a Host Employer
- a Host Employer which partners with a Group Training Organisation.

Nominations will **not** be accepted from:

- branch offices of larger enterprises (NB: franchisees may nominate if their training activities are organised independently of the franchise group) **and/or**
- 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.)

Nationally recognised training

‘Nationally recognised training’ refers to training that is based on a national training package or accredited course that results in an individual receiving a formal qualification or statement of attainment issued by a registered training provider. This includes Victorian apprenticeships.

The winner of this category will represent Victoria at the Australian Training Awards in Brisbane in November.

2019 Key Timeline

February	Nominations open
17 May, midnight	Nominations close
May	Eligibility and evaluation commences
June	Judging
July	Successful and unsuccessful nominees notified
July	Finalist interviews
early September	Victorian Training Awards
November	Australian Training Awards

PREPARING YOUR NOMINATION

SECTION A: OVERVIEW

Provide a short overview including a description of your business or organisation, the products and/or services offered, plus any milestones that have been achieved. The information may be used as part of your profile summary throughout the Awards process but **will not** be used for judging purposes.

THE OVERVIEW IS LIMITED TO 500 WORDS

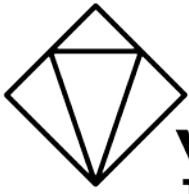
SECTION B: SELECTION CRITERIA

Present information in a way that clearly addresses each criterion.

Your response 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 provided are not additional criteria, but can be used to help you clarify what relevant information to include.

EACH CRITERION IS LIMITED TO 800 WORDS



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SUPPORTING EVIDENCE

Supporting evidence must include:

- up to five (relevant) photographs showcasing the organisation or initiative
- the organisation's full colour logo in png, jpeg or eps version
- a signed copy of the Business Endorsement by the Chief Executive Officer or Managing Director of the organisation.

Additional supporting evidence, **up to a maximum of ten pages** may also be attached in support of your nomination.

Criterion 1: Extent and quality of training for employees

Consider:

- what involvement you have had in designing training for your business, either alone or in partnership with training organisations
- any in-house training you have delivered
- the qualifications or courses your employees are undertaking
- your training expenditure as a percentage of annual payroll (Large Employer of the Year only)
- the percentage of your employees that are actively engaged in training
- how many hours per month, on average, your employees spend in training
- examples of training related to a specific work practice
- how you integrate on and off the job training.

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

Consider:

- how training has improved the productivity and wellbeing of your employees. (Briefly describe the personal training achievements of a few of your staff)
- how training has improved relationships with clients or customers
- 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.

Criterion 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
- the training needs of your employees and how you find out about those needs.



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

Consider:

- the creativity, innovation and excellence in your design, development and delivery of training for your employees
- the innovative methods that you use to create positive relationships or partnerships with others to enhance the effectiveness of your training
- any innovative approaches that you use to encourage access to training for your employees (e.g. mentoring, e-learning, collaborative learning).

Criterion 5: Commitment to equity in training

Consider:

- the training you have made available to employees who are from groups often under-represented in employment, education and training i.e. Aboriginal and/or Torres Strait Islander – Koorie people, non-English speaking people, older age groups, people with disability or 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 you have specifically designed or tailored for the needs of these employees.

NOMINATION ASSISTANCE

We aim to make the nomination process as simple and as streamlined as possible. We are just a phone call or email away and can put you in touch with a writer if you need help in drafting your nomination.

Contact us

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