The Small Employer of the Year Award recognises a small enterprise which has achieved excellence in the provision of 'nationally recognised training' to its employees.

‘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 19 or fewer 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:

- 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).

The 2018 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 location
- business ABN
- number of employees
- business structure (e.g. sole trader, 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 shortlisting 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*

Describe the training that your small business is involved in. Include the following:

- the qualifications or courses that your employees are undertaking
- number of employees actively engaged in training
- the training providers that are delivering the training
- briefly tell the story of an innovative training approach you are using (e.g. mentoring, e-learning, collaborative learning).

* Your training provider could assist you with this criteria.

CRITERIA 2: EMPLOYEE OUTCOMES

How has training benefited your employees? Include the following:

- how training has improved the well-being of your employees
- how training has improved the productivity of your employees
- briefly tell the story of an employee who has benefited the most from training.

CRITERIA 3: BUSINESS OUTCOMES

How has training benefited your business? Include the following:

- how training has improved your relationships with clients
- how training has improved the productivity and profitability of your business
- briefly tell the story of how your business has grown as a result of training.

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 in png, jpeg or eps version
- 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.