## MEDIUM EMPLOYER OF THE YEAR

The Medium Employer of the Year Award recognises a medium enterprise which has achieved excellence in the provision of ‘nationally recognised training’ to its employees. The winner of this award will be nominated to represent Victoria at the Australian Training Awards.

‘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.

Eligibility

To apply for this award, an organisation must:

🗹 Employ between 20 and 199 full-time equivalent employees.

Joint applications will be accepted from:

* A Group Training Organisation that partners with a Host Employer; or
* A Host Employer that partners with a Group Training Organisation.

Applications 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 Small or Large Training Provider of the Year Award.

Selection Criteria

**Criterion 1: Extent and quality of training for employees**

Consider:

* your involvement 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
* 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 well-being 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.

**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 (for example, 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.

How to apply

1. Check that you meet the eligibility requirements and selection criteria above and read the Conditions of Entry to enter the awards.
2. Go to the nomination portal: **https://**[**vta.awardsplatform.com**](http://www.vta.awardsplatform.com)**/** Register to nominate and follow the step by step process. **Note:** Nominations may only be made through this portal.
3. Contact the Victorian Training Awards team for advice or for help with obtaining the assistance of our nomination writers, if required.
4. Make sure you submit your nomination by the closing date, **midnight on Friday 3 July.**

Writing assistance

If you need help in preparing your nomination, just contact the VTA team. They can put you in touch with a writer who can review your draft and make sure your application is of the highest possible quality.

Application components

There are three parts to the application:

* Overview – 500-word limit (includes a brief description of your organisation, products/services offered, milestones achieved and so on). This information is not used for judging purposes.
* Responses to the Selection Criteria – 800-word limit for each response.
* Supporting Evidence (photographs, business endorsements, logos and so on).

Key dates

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| ***26 February*** | ***Nominations open*** |
| ***26 February***  | Nomination writing assistance opens |
| ***19 June*** | Nomination writing assistance closes |
| ***3 July, midnight***  | ***Nominations close*** |
| ***July*** | Eligibility review  |
| ***Mid July***  | Shortlisting  |
| ***Late July*** | All nominees notified |
| ***August*** | Finalist interviews  |

Key contacts and further information

W: [www.education.vic.gov.au/vta](http://www.education.vic.gov.au/vta)

E: victorian.training.awards@education.vic.gov.au

T:1800 290 657