## SMALL EMPLOYER OF THE YEAR

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. The winner of this award will be nominated to represent Victoria at the Australian Training Awards.

Eligibility

‘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.

To apply for this award, an organisation must:

🗹 Employ less than 20 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\***

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

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

\*Your training providers could assist you with this criterion.

**Criterion 2: Employee outcomes**

How has the training benefited your employees? Include the following:

* how training has improved the well-being of your employees
* how the training has improved the productivity of your employees
* an example of an employee who has benefited from your training.

**Criterion 3: Business outcomes**

How has training benefited your business? Include the following:

* how the training has improved your relationships with clients or customers
* how the training has improved the productivity and profitability of your business
* how your business has grown as a result of your training.

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**](https://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