Nomination information

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.

‘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 organisation (RTO). This includes apprenticeships and traineeships.

Eligibility criteria

To nominate, the enterprise must:

- employ **19 or fewer full-time equivalent** employees
- meet the conditions of entry.

The Queensland Training Awards will also accept joint applications from:

- a group training organisation (GTO) who partners with a host employer
- a host employer who partners with a GTO.

Nominations **will not** be accepted from:

- branch offices of larger enterprises (however independently owned franchisees may nominate if their training activities are organised independently of the franchise group)
- organisations whose core business is the delivery of vocational education and training (VET) – these organisations may consider nominating in either the Large or Small Training Provider of the Year award categories.

Further information for businesses with more than one workplace in Queensland:

- The business must determine whether it wishes to nominate as an individual workplace or as a statewide business. If nominating as a statewide business, the nomination must be submitted in the region where the business’ head office is located.
- If there is more than one workplace nominating (as individual workplaces), the workplace must lodge separate nominations and compete against each other.
- If an organisation nominates as a statewide business, other workplaces of the organisation are not eligible to nominate.
Nomination period and closing date

Nominations are now open, and the closing date has been extended until midnight, Tuesday 30 June 2020.

How to prepare your nomination

Congratulations on choosing to nominate for the Queensland Training Awards. The key to a successful nomination is starting early – don't leave it to the last minute or you may run out of time.

Visit www.desbt.qld.gov.au/training/qta/enter to learn more, including:

- how to prepare your nomination, including a nomination checklist, writing tips and examples of successful nominations
- conditions of entry
- contact details of regional coordinators, who are happy to assist you with your nomination
- how nominations are judged
- frequently asked questions.

Creating an online nomination account

Nominations are submitted via the online nomination portal. Visit www.desbt.qld.gov.au/training/qta for links to the portal.

You will need to create an account before submitting your nomination. New accounts can only be created, and nominations can only be submitted, during the nomination period.

Once you have created your account, you will receive a confirmation email and must verify your email address before you can begin a nomination. Once you have verified your email you can start your nomination, save it and go back and edit it at any time during the nomination period.

Please ensure your computer has JavaScript enabled, so you can take full advantage of the online nomination portal.

Nomination sections

SECTION A: OVERVIEW (Limit: 500 words)

Business summary

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

Note: This overview will not be considered or used for judging purposes; it is only used to provide the judging panel with some background on your organisation. If you want any of the information from your overview assessed as part of your nomination, please make sure you also include it in your selection criteria responses.
**Business details**

*This information may be used to develop summaries about your organisation throughout the awards process.*

<table>
<thead>
<tr>
<th>Industry sector</th>
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<tbody>
<tr>
<td>Main business location</td>
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<td>Number of employees</td>
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<tr>
<td>Business structure (e.g. partnership, trust or company)</td>
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<td>Length of time in operation (years)</td>
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<td>Your training expenditure as a percentage of annual payroll</td>
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</tbody>
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**SECTION B: SELECTION CRITERIA (Limit: 800 words for each criterion)**

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

**Criterion 2:** Employee outcomes

**Criterion 3:** Business outcomes

**SECTION C: ATTACHMENTS**

Provide supporting material, such as:

- high-quality organisational logo, preferably in .EPS format *(mandatory)*
- newspaper articles
- photocopies of awards or certificates
- letters of support (e.g. references from employees, training organisations of customers)
- publicity photos of achievements relevant to key aspects of your nomination.

Supporting material of **up to 5 attachments** may be included. Each attachment **must not exceed 10MB**.

Accepted file types include JPG, JPEG, PNG, PDF, DOC, DOCX, XLS and XLSX. No multimedia items (e.g. YouTube videos) or discs will be accepted with nominations.

Nomination material that exceeds the maximum number of attachments **will not** be passed onto judging panels for assessment.

**Addressing selection criteria**

In your nomination, you must present your information in a way that clearly addresses each criterion. Please be aware that your responses to the criterion will be strengthened by the inclusion of measurable results and appropriate indicators, including customer satisfaction data and other types of external validation.

In developing your nomination, you may wish to take into account some of the considerations outlined below, provided to give clarification of what may be relevant to include when writing against the criteria.

**CRITERION 1: Extent and quality of training for employees* (Limit: 800 words)**

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 names of training organisations that are delivering the training
• briefly tell a story of an innovative training approach you are using (e.g. mentoring, e-learning, collaborative learning).

*Your training organisation/s could assist you with this criterion.

**CRITERION 2: Employee outcomes (Limit: 800 words)**
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 a story of an employee who has benefited the most from training.

**CRITERION 3: Business outcomes (Limit: 800 words)**
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 a story of how your business has grown as a result of training.

**Telephone interviews**

It is important to note that telephone interviews form part of the judging process and participation is a mandatory component of nominating for the Queensland Training Awards.

All shortlisted nominees must be available to participate in a telephone interview during the judging process. Timeframes will be advised as soon as possible.

Visit www.desbt.qld.gov.au/training/qta/enter/judging for more information on the judging process.

**Regional award ceremonies and State Gala Dinner**

As a result of the COVID-19 pandemic and the restrictions around non-essential gatherings, face-to-face regional and state award ceremonies will not take place in 2020.

Instead, regional and state winners will be announced via an online campaign with more details to be available soon.

**Australian Training Awards**

The Australian Training Awards are the peak national awards for the VET sector, recognising innovation and excellence in training.

The Small Employer of the Year category winner from each state and territory will compete to become one of three short-listed national finalists. These three short-listed finalists will then compete to be named the best at the Australian Training Awards. To learn more, visit www.australiantrainingawards.gov.au.