



# Small Employer of the Year Award

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. This includes Australian apprenticeships.

## Eligibility

To nominate for this award, an organisation must employ 19 or fewer full-time equivalent employees.

The SA Training Awards will accept joint applications from:

- a group training organisation partnering with a host employer
- a host employer partnering 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 the Training Provider of the Year Award).

2018 state or territory winners of this category are nominated to enter a short-listing process for the Australian Training Awards.

## Preparing your application

### Section A: Overview

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

(limit: 500 words)

#### Note:

*This information will not be considered or used for short-listing or judging purposes, but it may be used as a summary of your organisation throughout the Awards process.*

### Section B: Applicants will be judged against the following criteria

Criterion 1: Extent and quality of training for employees

Criterion 2: Employee outcomes

Criterion 3: Business outcomes

## Addressing the criteria

This information will be considered and used for short-listing and judging purposes. Please be aware that your responses to the criteria will be strengthened by including measurable results and appropriate indicators, including customer satisfaction data and other types of external validation.

The considerations listed under each criterion are provided to clarify what to include when writing against the criteria.

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

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

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

(limit: 800 words)

Your training organisation could assist you with this criterion.

### Criterion 2: Employee outcomes

How has training benefited your employees? Include examples of:

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

(limit: 800 words)

### Criterion 3: Business outcomes

How has training benefited your business? Include:

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

(limit: 800 words)

### Attachments

Up to ten (10) single sided A4 page attachments are permitted, each attachment to be provided at 100 per cent ratio, one document per page.