



SA 2019 Training Awards

ORGANISATION CATEGORY



Medium Employer of the Year Award

The Medium Employer of the Year Award recognises a medium enterprise that has achieved excellence in the provision of nationally recognised training to its employees.

Nationally recognised training refers to training 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 criteria

To nominate for this award, an organisation must employ 20 or more but fewer than 200 full-time equivalent employees (FTEs)

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

Please note: Nominations will not be accepted from 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).

2019 state or territory winners of this category are nominated to enter a short-listing process for the Australian Training Awards.

The SA Training Awards are hosted by the Training and Skills Commission and supported by the Department for Industry and Skills

For enquires and assistance with completing your application please contact the Awards Executive Officer at SATA@sa.gov.au or 8226 3462



Government of South Australia
Training and Skills Commission

Medium Employer of the Year Award

Preparing your application

Section A: Overview

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.

Business summary

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)

Section B: Applicants will be judged against the following criteria

Criterion 1: Extent and quality of training for employees

Criterion 2: Achievements of the business and its employees that can be attributed to training

Criterion 3: Integration of training into business planning

Criterion 4: Innovation and excellence in design and delivery of training

Criterion 5: Commitment to equity in training

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

Consider:

- your involvement in designing training specifically for your business, either alone or in partnership with training organisations

- the qualifications or courses that your employees are undertaking
- the percentage of your employees who are actively engaged in training
- hours per month (average) that your employees spend in training
- how you integrate on-the-job and off-the-job training

(limit: 800 words)

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 your relationships with clients
- 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

(limit: 800 words)

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
- how you find out about the training needs of your employees

(limit: 800 words)

Criterion 4: Innovation and excellence in design and delivery of training

Consider:

- details of creativity, innovation and excellence in the design, development and delivery of training for your employees

- innovative methods you use to create positive relationships or partnerships with others to enhance the effectiveness of your training
- innovative approaches you use to encourage access to training for your employees (e.g. mentoring, e-learning, collaborative learning)

(limit: 800 words)

Criterion 5: Commitment to equity in training

Consider:

- the training you have made available to employees who are from groups under-represented in employment, education and training (such as people with disabilities, Indigenous people, people from non-English speaking backgrounds, people in older age groups, 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 that have been specifically designed for these employees

(limit: 800 words)

Attachments

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

Next steps

Applications must be submitted online via the online nomination portal

<https://satraining.awardsplatform.com>

It is important that you complete all sections before submitting your application. Once you submit the application, you cannot make any additional changes.

Nomination forms must be submitted by 5.00pm, Monday 8 April 2019