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## ORGANISATION CATEGORY

# 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 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 19 or fewer 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

### Nominations will not be accepted from:

- branch offices of larger enterprises (Please note: 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)

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

**For enquires and assistance with completing your application please contact the Awards Executive Officer at [SATA@sa.gov.au](mailto:SATA@sa.gov.au) or 8226 3462**



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



**Government of South Australia**  
Training and Skills Commission

# Small 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: 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 following:

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

*(limit: 800 words)*

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

### Criterion 2: Employee outcomes

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 the story of an employee who has benefitted the most from training

*(limit: 800 words)*

### Criterion 3: Business outcomes

How has the training benefitted 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 the story how your business has grown as a result of training

*(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**