



TASMANIAN TRAINING AWARDS

Small Employer of the Year

Eligibility and Selection Criteria

Nominations close 25 May 2026



The Small Employer of the Year Award recognises small businesses that have achieved excellence in the provision of nationally recognised vocational education and training* to their 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.*

Eligibility

To nominate for this award an organisation must:

- ✓ be registered in Australia, with an Australian Business Number
- ✓ employ **99 or fewer** full-time equivalent employees
- ✓ deliver nationally recognised vocational education and training to their employees that leads to formal qualifications or Statements of Attainment issued by a registered training organisation under the Australian Qualifications Framework
- ✓ have their head office located in Tasmania.

Note: Joint applications are accepted from a partnership between a single Host Employer and a Group Training Organisation. Host Employers or Group Training Organisations who nominate for the award are required to have their partner agree to the nomination, however there is no requirement to jointly write the application.

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 either the Small or Large Training Provider of the Year Award).

Conditions of entry

Nominees must agree to abide by the [Conditions of Entry](#).

Preparing your application

Your application must be completed online: <https://tta.awardsplatform.com/> The portal allows nominees to submit a business summary of 500 words and responses to the three criteria of up to 800 words per criterion

Overview and Selection Criteria

Section A: Overview (limit 500 words)

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 and used to promote your activity within the training awards.

Provide a short overview including a description of your business, the products and/or services offered, plus any milestones that have been achieved. It is important to put your best foot forward in this section speaking about the business and specifically why training is important and the role it has played in advancing your business.

Business details

Industry sector	
Main business location	
Number of full-time employees	
Number of part-time employees	
Number of casual employees	
Number of contractors	
Business structure (e.g. partnership, trust, company)	
Length of time in operation (years)	
Your training expenditure as a percentage of annual payroll	%

Section B: Selection Criteria (limit 800 words per criterion)

This information will be considered and used for shortlisting and judging purposes.

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

Note: If you are nominating as a joint partnership, the responses to the selection criteria must only be based on work jointly completed and achievements jointly accomplished by both organisations.

Note: 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

Cover here why training is important to you, and why investing in your workforce is important to your business.

Consider:

- your involvement in designing training specifically for your business, either alone or in partnership with your training organisations
- the qualifications or courses that your employees are undertaking
- the percentage of your employees who are actively engaged in training
- the hours per month (average) that your employees spend in training
- how you integrate on-the-job and off-the-job training
- how you commit to equity in training such as for employees who are from groups that are under-represented in employment, education and training (such as people with disability, Indigenous people, people from non-English speaking backgrounds, people in older age groups, people living in remote areas).

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

Think about the difference that training has made to your business.

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 of and profitability of your business
- how you measure the benefits of training
- how training will improve your business in the future
- how training is integrated into business planning.

Criterion 3: Innovation and excellence in design and delivery of training

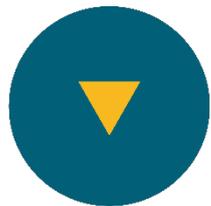
How has your training been innovative and what training elements have you put in place to meet the specific needs of your people or business?

Consider:

- Details of creativity, innovation and excellence in the design, development and delivery of training to your employees
- Innovative methods that you use to create positive relationships or partnerships with others to enhance the effectiveness of your training
- Innovative approaches that you use to encourage access to training for your employees (e.g. mentoring, e-learning, collaborative learning).

Sponsor

This award is proudly sponsored by:



TCCI

Contact details

For any assistance or questions you may have about the application process please contact:
tastrainingawards@skills.tas.gov.au