



# TASMANIAN TRAINING AWARDS

Small Employer of the Year  
2019 Selection criteria and  
nomination form

**business &  
employment**

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# 2019 Tasmanian Training Awards summary

The Tasmanian Training Awards are conducted annually by Skills Tasmania, Department of State Growth. The Department is committed to the development of a high quality, efficient system of vocational education and training and workforce development. The commitment represents a major contribution to the development of competitive advantage for Tasmanian industry.

The Awards recognise the achievements of apprentices, trainees and vocational students who strive for the highest standards of knowledge and skills within their industry. They also recognise industry, employers and training organisations dedicated to providing high quality training and improving the skills of the workforce in this State. The Awards offer finalists the chance to gain personal satisfaction and the prestige of being part of an elite group who unequivocally represent the State's best in vocational education and training.

Winners from the Tasmanian Training Awards (in aligned categories) have the opportunity to compete with other states and territories to be named the best in Australia at the 2019 Australian Training Awards which will be held in Brisbane, in November.

## 2019 Award categories and progression to the Australian Training Awards

### Business and Training Provider Awards:

Industry Collaboration Award	Australian Training Award
Small Employer	Australian Training Award
Employer	Australian Training Award
Training Provider	Australian Training Award

### Individual Awards:

Apprentice	Australian Training Award
Trainee	Australian Training Award
Aboriginal and Torres Strait Islander Student	Australian Training Award
Vocational Student	Australian Training Award
School-based Apprentice/Trainee	Australian Training Award
VET Teacher / Trainer	Australian Training Award
VET in Schools Student	State-only Award*

### Equity Awards:

Equity Award – Apprentice or Trainee	State-only Award*
Equity Award – Vocational Student	State-only Award*
Equity Award – Employer	State-only Award*

\*There are no national equivalents to the VET in Schools Student of the Year Award or Equity Awards.

Skills Tasmania reserves the right to not present an award in any category for which it considers the standard of entries did not meet the requirements stated in the conditions of entry and selection criteria.

# Small Employer

## Part I: Eligibility and conditions of entry

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.

The Small Employer of the Year Award is sponsored by Business & Employment.

### Eligibility

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

The Tasmanian Training Awards will accept joint nominations from:

- a Group Training Organisation which partners with a Host Employer
- a Host Employer which partners with a Group Training Organisation.

Nominations will not be accepted from:

- branch offices of larger enterprises (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).

The winner of this category will be nominated to enter a shortlisting process for the Australian Training Awards. Selection criteria for Tasmanian and national awards programs are aligned.

### Conditions of entry

- Applications must be submitted by 5:00 pm on Friday, 7 June 2019. Late applications will not be accepted.
- Applicants must be eligible for entry according to the specific award category criteria. Non-compliance will be sufficient reason for Skills Tasmania to reject the nomination.
- Applicants for business and training provider awards will undergo quality assurance checks with relevant authorities, such as ASQA.
- Applicants must be prepared to attend interviews as required and, if selected as a finalist, attend the presentation dinner in Hobart on Friday, 6 September 2019.
- Applicants must agree to abide by the decisions of Skills Tasmania whose decision shall be final on all matters pertaining to the award. No correspondence or justification for any decision shall be required of Skills Tasmania.
- Applicants acknowledge that by entering the Awards finalists and winners agree that Skills Tasmania may use non-confidential details, profiles and photographs/videos for any promotion and publicity purpose pertaining to vocational education and training and workforce development, including, but not limited to, Tasmanian Training Awards and Australian Training Awards.

## Part 2: Application and selection processes

### How to complete your application

- Review the eligibility criteria to ensure you meet the eligibility requirements.
- Read the conditions of entry and agree to these conditions.
- Complete the application at **Part 4**. Your application needs to include the nomination form, overview and responses to all selection criteria.
- Applications are to be in 12 pt font and must be within the word count applicable for the Overview (limit: 500 words) and each criterion (limit: 800 words). Do not include tables or graphs within each criterion – these must be attached and form part of the permitted 10 pages as outlined below.
- Up to ten (10) single A4 page attachments are permitted.
- Applications can be submitted via email, post or hand delivered. Keep a copy for your reference. Do not bind or laminate your application.
- If you are submitting your application via email please name the document with your name and the award you are applying for. For example; *Smith & Co Small Employer*. Once you have completed your nomination form, overview and selection criteria, and collated any supporting documentation, attach all documents in an email to [jacqui.maclaine@skills.tas.gov.au](mailto:jacqui.maclaine@skills.tas.gov.au)
- Should you win the Award your original application will be submitted to the Australian Training Awards for consideration. Make the most of the allowable word limit as you will not have the opportunity to rewrite it.

The overview and selection criteria should be the focus of your application, however any relevant evidence may be provided so long as it does not exceed the word and page limits. No multimedia items or discs will be accepted with applications.

### Selection of finalists

- Applications close at 5:00 pm on Friday, 7 June 2019. No late applications will be accepted.
- Applications will be assessed against the selection criteria to determine shortlisted applicants.
- All applicants will be advised in writing as to whether they have been shortlisted.
- Skills Tasmania reserves the right to reject an application, or rescind shortlisting, in the case of any non-compliance.
- Shortlisted applicants will be required to attend an interview.
- The decision of the judging panel is final and no correspondence will be entered into.

### Privacy notice

The information provided by you in this application will be used by Skills Tasmania for the purpose of administration, judging and general communication in regard to the Tasmanian Training Awards. Provision of this information is essential to determine your eligibility for consideration for an award. The information will be stored securely.

## Key dates

### **7 June 2019 (5:00pm)**

Applications close (no late applications will be accepted).

### **11 June – 4 July 2019**

Evaluation commences and applications are shortlisted.

Applicants are notified by email as to whether they have been selected for an interview.

## **July**

Finalist interviews

### **6 September 2019**

Finalists attend the Tasmanian Training Awards Presentation Dinner at Wrest Point Hobart.

### **19-21 November 2019**

If your organisation is shortlisted for the Australian Training Awards you will attend an interview, and gala dinner in Brisbane where winners will be announced.

## Tasmanian Training Awards gala dinner

The 2019 Tasmanian Training Awards will be announced at a gala dinner on Friday, 6 September in the Tasman Room at Wrest Point Convention Centre in Hobart. Over 500 guests are expected to attend this special evening.

Small Employer of the Year finalists receive one complimentary ticket to attend the dinner. Additional tickets will be available to purchase from July until bookings close on 30 August (unless sold out before). It is a requirement that all finalists be present at the dinner.

## Australian Training Awards

The Australian Training Awards are the peak, national awards for vocational education and training, recognising innovation and excellence in the training sector. The awards are hosted by the Australian Government and are the culmination of the state and territory awards.

Winners from the Tasmanian Training Awards (in aligned categories) will have the opportunity to compete with other states and territories to be named the best in Australia at the Australian Training Awards. This year's Australian Training Awards will be presented at a dinner in Brisbane on Thursday, 21 November. To find out more, visit: [www.australiantrainingawards.gov.au](http://www.australiantrainingawards.gov.au)



## Part 3: Submitting your application

### Checklist

I have:

	selected the correct category and confirmed my organisation's eligibility to enter the 2019 Awards
	written the overview and addressed all the selection criteria
	completed all sections of the nomination form and attached it to the front of the application
	ensured all parties to this application are aware of the application and endorse its content
	enclosed copies of any testimonials, copies of certificates, etc

### Ways to submit your application

**By email:** jacqui.maclaine@skills.tas.gov.au

**By post:** Confidential Award Application  
Jacqui Maclaine  
Skills Tasmania  
GPO Box 536  
Hobart TAS 7001

**Hand-delivered:** Confidential Award Application  
Jacqui Maclaine  
Skills Tasmania  
Department of State Growth  
Level 4, 4 Salamanca Place, Hobart  
(Opposite St David's Park)

### Further information

For further information please visit [www.skills.tas.gov.au/trainingawards](http://www.skills.tas.gov.au/trainingawards) or contact Jacqui Maclaine on 03 6165 6008 or [jacqui.maclaine@skills.tas.gov.au](mailto:jacqui.maclaine@skills.tas.gov.au)

The Department of State Growth acknowledges the generous support provided by the following organisations





## Part 4: Nomination form, overview and selection criteria

### Nomination form – Small Employer of the Year

Organisation			
Address			
		Postcode	
ABN			
Contact person			
Position			
Telephone			
Mobile			
Email			
Number of employees	Full-time	Part-time	Casual

It is a condition of these awards that the nominee agrees to comply with the conditions of entry mentioned in this document and agrees to any decision made by Skills Tasmania in relation to this nomination and these awards. In signing this form you give permission for Skills Tasmania to use non-confidential details from this nomination and relevant photographs and/or film for any publicity purpose pertaining to vocational education and training.

**Signature of nominee:** \_\_\_\_\_



## Overview and selection criteria

Please note: The winner of this category will be nominated to enter a shortlisting process for the Australian Training Awards. Your original application will be submitted in the nomination. Therefore, take into account the fact that the panel members will not have in-depth knowledge of your organisation. Please ensure you give enough information for national panel members to make a considered judgement when shortlisting.

### Section A: Overview

#### Business details

Industry sector	
Main business locations	
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	%

#### Business summary (limit 500 words)

Provide a short overview including a description of your business, the products and/or services offered, plus any milestones that have been achieved.

The information may be used as part of your profile summary throughout the Awards process but will not be used for judging purposes.

## 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 shortlisting and judging purposes.

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).

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 (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
- the number of employees actively engaged in training
- the training organisations that are delivering the training
- briefly tell the 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 the 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 the story of how your business has grown as a result of training.



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