



# TASMANIAN TRAINING AWARDS

Small Employer of the Year

**2024 Nomination Guide**



**TCCI**

# Small Employer of the Year

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.*

**This award is proudly sponsored by the Tasmanian Chamber of Commerce and Industry (TCCI).**

## Eligibility and conditions of entry

### Eligibility

Nominees 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

- Applications must be submitted online by 11:59pm on Monday, 20 May 2024. 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 will be required to attend an interview and, if selected as a finalist, attend a gala presentation dinner in Launceston on Friday, 6 September 2024.
- 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 (Department of State Growth) and the Commonwealth Government Department of Employment and Workplace Relations, may use non-confidential details, profiles, training details and/or photographs/videos for any publicity or promotional purpose pertaining to vocational education and training and workforce development including, but not limited to, the Tasmanian Training Awards and Australian Training Awards.

# Application and selection process

## How to complete your application

- Applications for the Tasmanian Training Awards are to be completed online using Award Force. <https://tta.awardsplatform.com/>
- When you enter the Award Force platform you will need to register an account and create a password. You will then be directed to the Applications page. If you have entered the awards before you may use your existing registration details.
- You must enter all the required fields before you begin your responses to the overview and selection criteria. A copy of both can be found at the end of this guide.
- The overview and selection criteria should be the focus of your application. Up to ten (10) single A4 pages of relevant evidence may be provided. Attachments exceeding 10 pages will not be considered.
- You can save your application in progress and return to it as often as you need to.
- Should you win the Small Employer of the Year Award your original application will be submitted to the Australian Training Awards for consideration. Applicants will not submit a new application or have the opportunity to rewrite it.

## Shortlisting

- Applications will be assessed against the selection criteria to shortlist applicants.
- All applicants will be advised in writing as to whether they have been shortlisted.
- Shortlisted applicants will be required to attend an interview.
- Interviews for the Small Employer of the Year Award will be held on Monday, 8 July in Hobart. Interviews can be held via Microsoft Teams if a candidate is unable to attend in person.
- Skills Tasmania reserves the right to reject an application, or rescind shortlisting, in the case of any non-compliance.
- The decision of the judging panel is final and no appeals 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 and Australian Training Awards. Provision of this information is essential to determine your eligibility for consideration for an award. The information will be stored securely.

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 of the following organisations



## Overview and Selection Criteria

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

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 panel members to make a considered judgement when shortlisting.

### 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, and used to promote your activity within the training awards.

#### 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. 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**

(limit 800 words)

*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**

(limit 800 words)

*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**

(limit 800 words)

*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).



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