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# Nomination Information

## Large Employer of the Year

The Large Employer of the Year award recognises a large organisation 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 (RTO). This includes apprenticeships and traineeships.

## Eligibility criteria

To nominate, the organisation must:

* employ **200 or more full-time equivalent** employees
* meet the conditions of entry.

The Queensland Training Awards will also accept joint applications from:

* a group training organisation (GTO) who partners with a host employer
* a host employer who partners with a GTO.

Nominations **will not** be accepted from organisations whose core business is the delivery of vocational education and training (VET). These organisations may consider nominating in either the Large or Small Training Provider of the Year award categories.

Further information for organisations with more than one workplace in Queensland:

* The organisation must determine whether it wishes to nominate as an individual workplace or as a statewide business. If nominating as a statewide business, the nomination must be submitted in the region where the head office of the organisation is located.
* If there is more than one workplace nominating (as individual workplaces), the workplace must lodge separate nominations and compete against each other.
* If an organisation nominates as a statewide business, other workplaces of the organisation are not eligible to nominate.

## Nomination period and closing date

Nominations will open **early 2021** and close on **Sunday 21** **March 2021**.

You can begin preparing your nomination prior to the formal opening of the nomination period. Visit [www.desbt.qld.gov.au/training/qta/enter](http://www.desbt.qld.gov.au/training/qta/enter) to find out more.

Visit <https://bit.ly/QTA-EOI> to express your interest in nominating anytime. Our state and regional coordinators are here to help and can send you inspiration and tips to help you prepare your nomination even before nominations open at the start of each year. Visit [www.desbt.qld.gov.au/training/qta/about-the-awards/contact-us](http://www.desbt.qld.gov.au/training/qta/about-the-awards/contact-us) for coordinator contact details.

## How to prepare your nomination

Congratulations on choosing to nominate for the Queensland Training Awards. The key to a successful nomination is starting early – don’t leave it to the last minute or you may run out of time.

Visit [www.desbt.qld.gov.au/training/qta/enter](http://www.desbt.qld.gov.au/training/qta/enter) to learn more, including:

* how to prepare your nomination, including a nomination checklist, writing tips and examples of successful nominations
* conditions of entry
* contact details of regional coordinators, who are happy to assist you with your nomination
* how nominations are judged
* frequently asked questions.

## Creating an online nomination account

Nominations are submitted via the online nomination portal, which opens at the start of each year. Visit [www.desbt.qld.gov.au/training/qta](http://www.desbt.qld.gov.au/training/qta) for links to the portal.

You will need to create an account before submitting your nomination. New accounts can only be created, and nominations can only be submitted, during the nomination period.

Once you have created your account, you will receive a confirmation email and must verify your email address before you can begin a nomination. Once you have verified your email you can start your nomination, save it and go back and edit it at any time during the nomination period.

Please ensure your computer has JavaScript enabled, so you can take full advantage of the online nomination portal.

## Nomination sections

**SECTION A: OVERVIEW** *(Limit: 500 words)*

**Business summary**

Provide a brief description of your organisation, including the products/services that you offer and any major milestones you have achieved.

*Note: This overview* ***will not*** *be considered or used for judging purposes; it is only used to provide the judging panel with some background on your organisation. If you want any of the information from your overview assessed as part of your nomination, please make sure you also include it in your selection criteria responses.*

**Business details**

*This information may be used to develop summaries about your organisation throughout the awards process.*

|  |  |
| --- | --- |
| 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 or company) |  |
| Length of time in operation (years) |  |
| Your training expenditure as a percentage of annual payroll |  |

*Insert your response here*

*(Click into text box to start)*

**SECTION B: SELECTION CRITERIA** *(Limit: 800 words for each criterion)*

*Criterion 1:* Extent and quality of training for employees

*Criterion 2:* Achievements of the organisation 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

**SECTION C: ATTACHMENTS**

Provide supporting material, such as:

* high-quality organisational logo, preferably in .EPS format **(mandatory)**
* newspaper/newsletter/magazine or other articles
* photocopies of awards or certificates
* letters of support (e.g. references from employees, training organisations of customers)
* publicity photos of achievements relevant to key aspects of your nomination.

Supporting material of **up to 5 attachments** may be included. Each attachment **must not exceed 10MB**. Accepted file types include JPG, JPEG, PNG, PDF, DOC, DOCX, XLS and XLSX. No multimedia items (e.g. YouTube videos) or discs will be accepted with nominations.

Nomination material that exceeds the maximum number of attachments **will not** be passed onto judging panels for assessment.

## Addressing selection criteria

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

In developing your nomination, you may wish to take into account some of the considerations outlined below which are provided to give clarification of what may be relevant to include when writing against the criteria.

**CRITERION 1: Extent and quality of training for employees***(Limit: 800 words)*

Consider:

* your involvement in designing training specifically for your organisation, either alone or in partnership with training organisations
* the qualifications or courses that your employees are undertaking
* your training expenditure as a percentage of annual payroll
* 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.

*Insert your response here*

*(Click into text box to start)*

**CRITERION 2: Achievements of the organisation and its employees that can be attributed to training***(Limit: 800 words)*

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 organisation
* how you measure the benefits of training
* how training will improve your organisation in the future.

*Insert your response here*

*(Click into text box to start)*

**CRITERION 3: Integration of training into business planning** *(Limit: 800 words)*

Consider:

* the training aims of your organisation
* the ‘training culture’ that you have established within your organisation
* 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.

*Insert your response here*

*(Click into text box to start)*

**CRITERION 4: Innovation and excellence in design and delivery of training** *(Limit: 800 words)*

Consider:

* details of creativity, innovation and excellence in the design, development and delivery of training for 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 and collaborative learning).

*Insert your response here*

*(Click into text box to start)*

**CRITERION 5: Commitment to equity in training** *(Limit: 800 words)*

Consider:

* the training you have made available to employees who are from groups 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)
* 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.

*Insert your response here*

*(Click into text box to start)*

## Telephone and online interviews

It is important to note that telephone and online interviews form part of the judging process and participation is a mandatory component of nominating for the Queensland Training Awards.

All shortlisted nominees **must** be available to participate in a telephone or online interview during the first two weeks of May 2021, and if selected as a state finalist, the first two weeks of August 2021, as well.

Visit [www.desbt.qld.gov.au/training/qta/enter/judging](http://www.desbt.qld.gov.au/training/qta/enter/judging) for more information on the judging process.

## Regional award ceremonies and State Gala Dinner

All finalists will be required to participate in the announcement of regional winners in their region and if a regional winner, announcement of state winners. Information on the timing and format for regional and state final announcements will be updated throughout the year. Visit [www.desbt.qld.gov.au/training/qta/award-ceremonies](http://www.desbt.qld.gov.au/training/qta/award-ceremonies) for more information.

## Australian Training Awards

The Australian Training Awards are the peak national awards for the VET sector, recognising innovation and excellence in training.

The Large Employer of the Year category winner from each state and territory will compete to become one of three short-listed national finalists. These three short-listed finalists will then compete to be named the best at the Australian Training Awards. To learn more, visit [www.australiantrainingawards.gov.au](http://www.australiantrainingawards.gov.au).