# Nomination information

## Small Employer of the Year

The Small Employer of the Year award recognises a small business 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 business must:

* employ **19 or fewer 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:

* branch offices of larger organisations (however independently owned franchisees may nominate if their training activities are organised independently of the franchise group)
* 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 businesses with more than one workplace in Queensland:

* The business 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 business 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 a business nominates as a statewide business, other workplaces of the business are not eligible to nominate.

## Nomination period and closing date

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

You can begin preparing your nomination prior to the formal opening for 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 business, 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 business. 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 business throughout the awards process.*

|  |  |
| --- | --- |
| Industry sector |  |
| Main business location |  |
| Number of employees |  |
| 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:* Employee outcomes

*Criterion 3:* Business outcomes

**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)*

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 names of training organisations that are delivering the training
* briefly tell a 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.

*Insert your response here*

*(Click into text box to start)*

**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 a story of an employee who has benefited the most from training.

*Insert your response here*

*(Click into text box to start)*

**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 a story of how your business has grown as a result of training.

*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 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 Small 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).