# Small Employer of the Year

## Nominating Online

All nominations must be completed through the [online nomination portal.](https://trainingawardsnt.awardsplatform.com/)

As well as addressing the selection criteria, you must be able to provide the following:

* Nominee details
* Employer details (if applicable)
* Host employer details (if applicable)
* Registered Training Organisation details.

There are terms and conditions, conditions of entry and dates you must agree to before submitting your nomination. These can be found at [trainingawards.nt.gov.au.](http://www.trainingawards.nt.gov.au/)

## Eligibility

To be eligible, you must:

* employ 99 or fewer full-time equivalent (FTE) 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
* be a Territory Enterprise that satisfies all three elements of the definition:
  + operating in the Northern Territory (NT) - the enterprise is currently engaged in productive activities (e.g. production of goods or delivery of services) within the NT
  + significant permanent presence - the enterprise maintains an office, manufacturing facilities or other permanent base within the NT
  + employing NT residents - the enterprise employs Territorians (an enterprise which relies exclusively on transient, interstate/international labour or a fly-in, fly-out (FIFO) workforce will not satisfy this element).
* Joint nominations will be accepted from:
  + a partnership between a single Host Employer and a group training organisation
  + a partnership between a single Host Employer and 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 nomination.*
* Nominations will not be accepted from:
  + branch offices of larger enterprises (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 (these organisations may consider nominating for the Small Training Provider of the Year Award)..

Winners of aligned state and territory training awards are automatically nominated to the Australian Training Awards. These nominations must understand and agree to the Australian Training Awards [Conditions of Entry](https://www.australiantrainingawards.gov.au/conditions-entry) as well as meeting the specific eligibility requirements for the award category.

## Selection Criteria

In your application, you must clearly address the award criteria. Judging panels will be looking for:

* Criterion 1: Extent and quality of training for employees
* Criterion 2: Achievements of the business and its employees that can be attributed to training
* Criterion 3: Innovation and excellence in design and delivery of training

In developing your application, you may wish to take into account some of the considerations outlined below. You are able to submit **up to ten** supporting documents with your application.

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| Section A: Overview (500 words) |
| 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 | % |  Business Summary Provide a brief description of your business, including the products/services that you offer and any major milestones you have achieved.  Your overview will **not** be considered or used for judging purposes, but it may be used as a summary of your organisation throughout the Awards process. |
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| Criteria 1: Extent and quality of training for employees\* (Limit: 800 words) |
| Consider:   * Your involvement in designing training specifically for your business, either alone or in partnership with training organisations * The qualifications or courses that your employees are undertaking * 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 * 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 disabilities, indigenous people, people from non-english speaking backgrounds, people in older age groups, people living in remote areas). |
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| Criteria 2: Achievements of the business 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 business * How you measure the benefits of training * How training will improve your business in the future * How training is integrated into business planning. |
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| Criteria 3: 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, collaborative learning). |
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| Further informationThis form is not your nomination. To start your nomination, go to the [NT Training Awards portal.](https://trainingawardsnt.awardsplatform.com/)  Nominations close at midday ACST on Friday 17 May 2024.  For more details, please head to [trainingawards.nt.gov.au](http://www.trainingawards.nt.gov.au/) or call 8999 7171. |
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