



Employer of the Year

Award Criteria

The Employer of the Year Award will be presented to a medium to large enterprise which has achieved excellence in the provision of nationally recognised training to its employees.

Eligibility

To nominate, an organisation must:

- have more than 40 full time equivalent employees.

AND

- be the winner of the equivalent 2012 training award in their Australian state or territory of operation

OR

- be a national company (with operations and training activity in at least four states and/or territories).

Please note, nominations will not be accepted from organisations which provide vocational education and training as their core business; however these organisations may nominate for a training provider award.

*The 2012 state/territory winners of this category can nominate for the Australian Training Awards. The **original application** from winners of this category addressing the award criteria below and submitted through the state/territory training awards process will be used.*

*Any application to the state/territory training awards process are to be in 12 pt font and a **maximum of 20 A4 pages** (including attachments).*

Preparing your application

Section A: Overview

Provide an overview of the organisation and how training* is incorporated into the organisation's operations. Include details of the organisation's training objectives, a description of the operating environment in which the training is delivered and any specific challenges which have been encountered in the implementation of the training.

Section B: Applicants will be judged against the following criteria:

Criterion 1: Extent and quality of training for employees

Criterion 2: Achievements of the business, or its employees, that is 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

* denotes nationally recognised training, ie training which is based on a National Training Package or Accredited Course and results in a formal qualification or Statement of Attainment by a Registered Training Organisation. This includes Australian Apprenticeships.

Addressing the criteria

When developing your application against the award criteria, you may wish to take into account some of the considerations outlined below, if they are relevant to your organisation. **These considerations are not additional criteria, but 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

Consider:

- your involvement in designing or developing training specifically for your business, either alone or in partnership with a training provider
- how much you spend on training for your employees
- the amount of time (on average per month) that your employees spend in training activities
- the amount of on-the-job training and how you integrate on-the-job and off-the-job training.

Criterion 2: Achievements of the business, or its employees, that is attributed to training

Consider:

- how you measure the benefits of training and how training will improve your business in the future
- how you inform employees and people outside your business about how training improves your business
- any “success stories” about your training and how the business and staff have benefited.

Criterion 3: Integration of training into business planning

Consider:

- the training aims of your business
- how training fits into your business planning and any evidence that your business has an ongoing commitment to training and/or a “training culture”
- how you find out about the training needs of your employees.

Criterion 4: Innovation and excellence in design and delivery of training

Consider:

- details of creativity, excellence and/or innovation in the design, development and delivery of your training
- any methods you use to create positive relationships or partnerships with others to enhance the effectiveness of your training
- any measures you use to encourage access to training for your employees
- implementation of Information Communication Technology (ICT), in your business; eg, e-learning.

Criterion 5: Commitment to equity in training

Consider:

- any training provided to employees who are from groups often under-represented in employment, education and training, such as people with disabilities, indigenous people, people from a non-English speaking background, people in older age groups, people living in remote areas
- the number of these employees who have undertaken training programs
- the number of these employees trained for managerial or supervisory jobs
- any of your training that is specifically designed for these employees.