Medium Employer of the Year

Nominating Online
All nominations must be completed through the online nomination portal.
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.

Eligibility

- Be a Territory Enterprise. Territory Enterprises must satisfy all three elements of the definition:
  - ‘Operating in the Northern Territory’ - the enterprise is currently engaged in productive activities (i.e., 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.
- Employ 20 or more, but fewer than 200, full-time equivalent employees; and

The Northern Territory Training Awards will accept joint applications from:

- a Group Training Organisation who partners with a Host Employer
- a Host Employer who partners with a Group Training Organisation.

Nominations will not be accepted from organisations whose core business is the delivery of vocational education and training (these organisations may consider nominating for Training Provider of the Year Award).

Selection Criteria

In your application, you must clearly address the award criteria. Judging panels will be looking for evidence on how your training has contributed to your career and study plans, to the development of your skills and your achievements to date, as well as any way in which your training may have helped you to engage with the community.

In developing your application, you may wish to take into account some of the considerations outlined below. You are able to submit up to five supporting documents with your application.
### Section A: Business Summary (500 words)

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

**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 (eg. Partnership, trust, company)
- Length of time in operation (years)
- Your training expenditure as a percentage of annual payroll %.

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### Criterion 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.

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### Criterion 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.
### Criterion 3: Integration of training into business planning (Limit: 800 words)

Consider:
- The training aims of your business
- The ‘training culture’ that you have established within your business
- 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.

### 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, collaborative learning).

### 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 disabilities, 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.

This form is not your nomination. To start your nomination, go to the [NT Training Awards portal](https://trainingawards.nt.gov.au).

**Further information**

For more details, please head to [trainingawards.nt.gov.au](https://trainingawards.nt.gov.au) or call 8999 7171.