Small 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 (ie, 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 19 or fewer full-time equivalent employees.

The Northern Territory 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:
- branch offices of larger enterprises (NB: franchisees may nominate if their training activities are organised independently of the franchise group) and/or
- 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: Overview (500 words)**

This information **will not** be considered or used for judging purposes, but it may be used as your summary throughout the Awards process.

**Business details:**
- Industry Sector
- Main business location
- Number of employees
- Business structure (eg. Sole trader, 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)**

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 training organisations that are delivering the training
- briefly tell the story of an innovative training approach you are using (e.g. mentoring, e-learning, collaborative learning).

* Your training organisations could assist you with this criterion.

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**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 the story of an employee who has benefited the most from training.
**Criterion 3: Business Outcomes (Limit: 800 words)**

<table>
<thead>
<tr>
<th>How has training benefited your business? Include the following:</th>
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<tbody>
<tr>
<td>• how training has improved your relationships with clients</td>
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<tr>
<td>• how training has improved the productivity and profitability of your business</td>
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<tr>
<td>• briefly tell the story of how your business has grown as a result of training.</td>
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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.