



## Small Employer of the Year Award

**Presented to a small enterprise that 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. This includes Australian Apprenticeships.

**Nominee: (insert business name here)**

**Win up to \$3,000 cash and the opportunity to represent the Northern Territory at the Australian Training Awards**

**Entries close 5pm Wednesday 2 May 2018**

Submit your collated and completed nomination via email as one attachment to: [trainingawards@nt.gov.au](mailto:trainingawards@nt.gov.au) Please ensure the file size is no larger than 15MB

# How to complete and submit your nomination

## Step 1- Check your eligibility

Review your eligibility for the award category. If you are not eligible for this category another category may be more appropriate.

## Step 2- Read the conditions of entry and note the key dates, selection process and further commitments

Review the conditions of entry and key dates and ensure that you are able to agree to these conditions, dates, and commitments.

## Step 3- Complete the nomination form

Complete the nomination form and ensure you have filled in all sections.

## Step 4- Sign the declaration form

Ensure you have completed all signatures.

## Step 5- Address the selection criteria \*

Complete the selection criteria addressing the questions provided.

\* Applications are to be in 12pt arial font and **within the word limit applicable for each criterion**. Up to 10 A4 single sided pages are permitted (excluding the nomination form and talent release form). Nominees can choose to use this template or submit their nomination in their own format. The award criteria should be the focus of your application, however any relevant evidence may be provided as long as it does not exceed the specified word / page limit.

## Step 6- Sign the talent release form

Complete the talent release form and ensure you have filled in all sections.

## Step 7 – Organisation logos and Photographs

Include a copy of your logo as a vector file in either Freehand or Illustrator EPS formats or as a high resolution TIFF minimum 300 dpi. *Should your organisation progress as a finalist you will need to supply 10 photographs in digital format (JPEG or TIFF) which showcase the collaboration in action at 300 dpi (high resolution). These photos will be due to awards coordinators by Monday 13 June.*

## Step 8- Checklist

Complete the checklist to ensure you have provided everything that is needed

## Step 9 – Collate your nomination

**Collate** your nomination form, selection criteria and attachments into **one PDF document no larger than 15mb**. All sections must be completed. Incomplete nominations will be returned to the applicant and not accepted until they are completed in full.

## Step 10- Submit your nomination

The method for submitting your completed nomination is via email as **one file plus a logo file** to: [trainingsawards@nt.gov.au](mailto:trainingsawards@nt.gov.au) Please ensure the file size is no larger than 15MB.

If you have any problems submitting your nomination please contact the NT Training Awards team:

Email: [trainingawards@nt.gov.au](mailto:trainingawards@nt.gov.au)

Phone: (08) 8935 7751

For further information please visit [trainingawards.nt.gov.au](http://trainingawards.nt.gov.au)

## Step 1 – Check your eligibility

### Nominees for the Small Employer of the Year award must:

- 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.

Group training organisations are ineligible, however, host employers can apply.

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 the Training Provider of the Year Award).

## Step 2 – Read the below

### Conditions of entry

- The closing time and date for all nominations is 5.00 pm, Wednesday 2 May 2018. No nomination will be accepted after this date.
- Applications are to be in 12pt arial font and within the **word limit applicable for each criterion**. Up to 10 A4 single sided pages are permitted (excluding the nomination form and talent release form).
- Nominees must meet all eligibility criteria
- Nominees must agree to abide by the decision of the judging panel, which is final and cannot be appealed.
- Representatives from each shortlisted organisation must be available for interview in Darwin on Monday 25 June 2018.
- All short listed nominees (finalists) must be available to attend the NT Training Awards gala presentation event in Darwin on Saturday 22 September 2018.
- All nominees must comply with the Department of Trade, Business and Innovation standards in regard to training, workplace health and safety, and industrial relations matters. Consequently, Award Coordinators may refuse to proceed with a nomination at any time where an organisation or individual is under investigation by the Department of Trade, Business and Innovation, or has any unresolved issues with the department.
- Finalists and winners must agree for their photographs, profiles and training details to be used for promotional purposes by the Northern Territory Government or their delegate.

## Key dates

Wednesday 2 May 2018	Nominations close
Monday 25 June 2018	Organisational finalist judging interviews
Friday 21 September 2018	Finalists and sponsors networking event
Saturday 22 September 2018	Gala Awards Dinner (winners announced)
Thursday 15 November 2018	Australian Training Awards (Sydney)

## Selection process

- Written applications will be assessed against the selection criteria to determine shortlisted nominees (finalists).
- Finalists will be required to attend an interview in Darwin on Monday 25 June 2018, at which time the winner and runner up will be selected.

## Gala Presentation Dinner

The Northern Territory Training Awards results will be announced at a gala presentation dinner in Darwin on Saturday 22 September 2018. Finalists in this category will receive two tickets for the collaboration for entry to the dinner. Additional tickets will be available to purchase in July. It is a requirement that all finalists be present at the dinner.

## Progression to the Australian Training Awards

The Australian Training Awards are the peak, national awards for vocational education and training, recognising innovation and excellence in the training sector. The Australian Training Awards are the culmination of the state and territory awards with winners from each state and territory competing in the national finals.

The 2018 Northern Territory winner of this category will be nominated for shortlisting for the Australian Training Awards. The original application from the winner of this category addressing the award criteria below and submitted through the NT Training Awards process will be used. Finalists will be announced by the Australian Training Awards early October 2018.

# Step 3 - Nomination Form

All sections must be completed in full

2018 Small Employer of the Year					
<b>(Insert business name here)</b>					
Organisation details (All fields must be complete)					
Name of Organisation					
<b>Contact Person 1</b>					
Title:		First Name:		Surname:	
Position:					
Postal Address:					
Telephone:			Email:		
<b>Contact Person 2</b>					
Title:		First Name:		Surname:	
Position:					
Postal Address:					
Telephone:			Email:		

## Step 4 – Declaration

### 2018 Small Employer of the Year

**(Insert business name here)**

I have read the nomination information and agree to the conditions of entry as detailed above. I confirm that all information provided is true and accurate. I confirm there are no current complaints issued against the organisation and there are no matters currently forwarded to the ombudsmen.

Contact Person 1		Date:	
Contact Person 2:		Date:	

#### How did you hear about the NT Training Awards

Please tick all that are appropriate to you

Group training organisation	<input type="checkbox"/>	Employer	<input type="checkbox"/>
Newspaper	<input type="checkbox"/>	Australian Apprenticeships NT	<input type="checkbox"/>
Radio	<input type="checkbox"/>	Awards nominations coordinator	<input type="checkbox"/>
Facebook	<input type="checkbox"/>	Television	<input type="checkbox"/>
Direct letter / email	<input type="checkbox"/>	Other, please state:	<input type="checkbox"/>
Training Advisory Council	<input type="checkbox"/>		

## Step 5- Selection Criteria

All sections must be addressed

Applications are to be in 12pt arial font and within the word count applicable for each criterion. Up to 10 A4 single sided pages are permitted (excluding the nomination form and talent release form).

Criteria may be addressed in the table below or as a separate attachment.

2018 Small Employer of the Year	
<b>(Insert business name here)</b>	
<b>Section A: Overview</b>	
This information <b>will not</b> be considered or used for short listing or judging purposes, but it may be used as a summary of your organisation throughout the Awards process.	
<b>Business Details</b>	
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	%
<b>Business Summary</b>	
Provide a brief description of your business, including the products / services that you offer and any major milestones you have achieved.	
<b>Limit: 500 words</b>	

# 2018 Small Employer of the Year

**(Insert business name here)**

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

- Criterion 1: Extent and quality of training for employees
- Criterion 2: Employee outcomes
- Criterion 3: Business outcomes

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 provided to clarify what to include when writing against the criteria.

### Criterion 1: Extent and quality of training for employees\*

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).

**Limit: 800 words**

*\* Ask the training organisations you are working with you help you with this criterion*



# 2018 Small Employer of the Year

**(Insert business name here)**

## Criterion 2: Employee Outcomes

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.

**Limit: 800 words**

## Criterion 3: Business Outcomes

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

**Limit: 800 words**

## Step 6- Talent Release Form

<b>Talent Release Form</b>			
I,			
of (address)			
		Telephone:	
Mobile:		Email:	
<p>I agree to appear in visual and/or audio recordings which can be used in advertisements, documents and other promotional material published by the Northern Territory Government.</p> <p>I give permission for my name and visual and / or audio recordings of me to be used in advertisements, documents and other promotional material published by the Northern Territory Government.</p> <p>I assign any rights I may have in the visual and/or audio recordings and associated advertisements, documents and promotional material to the Northern Territory Government.</p> <p>I am free to enter into this Agreement, and to appear in the proposed advertisements, documents and other promotional material published by the Northern Territory Government.</p> <p>This Agreement is made under the laws of the Northern Territory and any dispute can be taken for resolution by the courts in the Northern Territory.</p> <p>Wherever possible, the Northern Territory Government will remain sensitive to and understanding of cultural, family and personal sensitivities</p>			
Are you of Aboriginal or Torres Strait Islander descent?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Any special considerations for use of the visual / audio recording(s):			
Brief description of visuals / audio recorded:			
Date:		Signed:	
		(if minor, signature of parent/guardian)	
Collected on behalf of the Northern Territory Government by:			
Name:		Signed:	
<p>The Northern Territory Government is collecting the information in this form to obtain permission to use visual and audio recordings in Northern Territory Government advertising, documents and promotional materials. Visual and / or audio recordings, or other personal information described in this form may be supplied to contractors or service providers engaged by the Northern Territory Government to develop or produce advertising, publications or promotional materials, but will not be provided to any other person or organisation for purposes other than Northern Territory Government advertising and promotions. You are entitled at any time to access and amend the information provided by you on this form.</p> <p><b>Northern Territory Government, GPO Box 3200, Darwin NT 0801, Australia</b></p>			
For more information please contact: Chantelle Salandanan			
Agency name:	Department of Trade, Business and Innovation	Telephone:	08 8935 7751

## **Information about having visual and / or audio recordings taken of you for the NT Government.**

Before you agree to have any recordings taken of or including you for the Northern Territory Government, there are some important things you need to know.

**Note:** Where the words photo or photograph is used, this includes any other recordings, such as video, film and sound.

### **What will happen to my photograph once it is taken?**

The Northern Territory Government will store your photograph digitally in its photographic database and library. The talent release form that you signed will be placed in a file. The photograph and the form will be cross referenced to ensure we have your permission to use your photograph.

### **Who can use my photograph?**

Once stored in the database, your photograph may be used by any Northern Territory Government department or agency. Your photograph cannot be shared with any person, organisation or company outside of the Northern Territory Government without your express permission. This includes private companies, political parties, advertising agencies and charitable organisations.

### **Where will my photograph be used?**

Your photo may be used in a variety of applications, ranging from small newsletters to major displays. Some of the typical places you might see your photo include:

- In newsletters distributed in the Territory and interstate in both printed and electronic format.
- In advertisements in newspapers, magazines or television in the Northern Territory and the rest of Australia.
- In a range of printed publications such as government strategy documents or brochures promoting or explaining government services.
- On government websites.
- On government displays.

### **What if I don't want my photograph to be used somewhere?**

It can be quite a surprise to see your photograph blown up two metres tall at a display, or to suddenly find yourself appearing on television. You need to be aware that your photograph may be used in these situations unless you ask for it not to be. If there are circumstances where you do not want your photo used, make sure you write that down on the Talent Release Form you sign. Or if you are giving permission for your photograph to be used for one purpose only, you also need to write this down.

Or contact Chantelle Salandanan on 08 8935 7751.

### **Why do you need to know if I am Indigenous?**

We appreciate that if you are Indigenous, there may be certain cultural sensitivities about using your image.

## Step 7 – Organisation logos and Photographs

Include a copy of your logo as a vector file in either Freehand or Illustrator EPS formats or as a high resolution TIFF minimum 300 dpi.

Should your organisation progress as a finalist you will need to supply 10 photographs in digital format (JPEG or TIFF) which showcase the business in action at 300 dpi (high resolution). These photos will be due to awards coordinators by Monday 11 June 2018.

## Step 8 – Checklist

Before submitting your nomination, please check:

- All of the assessment criteria have been individually addressed **within the word limit applicable to each criterion**; and there are no more than ten (10) A4 single sided pages included as attachments (excluding nomination form and talent release form).
- The nomination form is completed and signed
- The declaration form is signed
- The talent release form is completed, signed and included in your nomination.
- A copy of your logo as a vector file in either Freehand or Illustrator EPS formats or as a high resolution TIFF minimum 300 dpi is included.
- There are no video or audiotapes or other bulky materials such as training manuals with your nomination.

## Step 9 – Collate your nomination

**Collate** your nomination form, selection criteria and attachments into **one PDF document no larger than 15mb**.

Organisation logos and photographs can be sent separately.

## Step 10 – Submit your nomination

**The preferred method for submitting your completed nomination is via email as one attachment to: [trainingawards@nt.gov.au](mailto:trainingawards@nt.gov.au)**

**Please ensure the file size is no larger than 15MB.**

If you have any problems submitting your nomination please contact the NT Training Awards team:

Email: [trainingawards@nt.gov.au](mailto:trainingawards@nt.gov.au)

Phone: (08) 8935 7751

**All sections of the nomination form, talent release form and criteria must be completed and addressed. Incomplete nominations will be returned to the applicant and not accept until they are completed in full.**

For further information please visit [trainingawards.nt.gov.au](http://trainingawards.nt.gov.au).