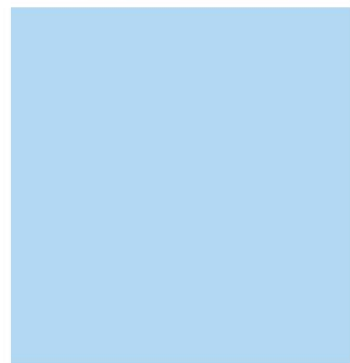
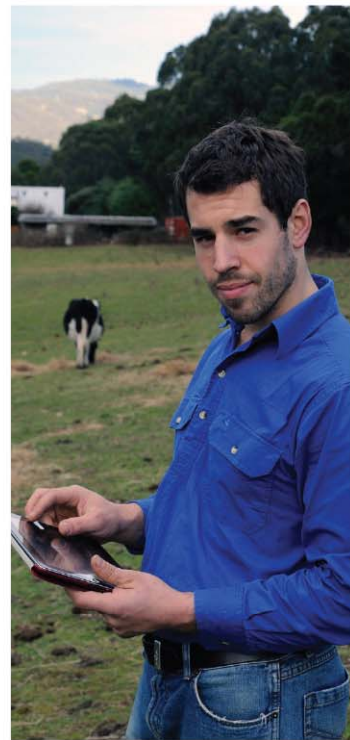
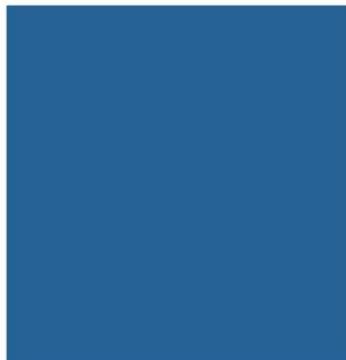


Employer of the Year

Selection criteria and  
nomination form

# Tasmanian Training Awards 2015



Sponsored by





# 2015 Tasmanian Training Awards

The Tasmanian Training Awards are conducted annually by the Skills Tasmania, Department of State Growth. The Department has a firm commitment to the development of a high quality, efficient and effective system of vocational education and training, a commitment that represents a major contribution to the development of competitive advantage for Tasmanian industry. The Training Awards are held to raise the profile of vocational education and training in Tasmania.

The Awards recognise, reward and honour the achievements of apprentices, trainees and vocational students for their endeavours in gaining the highest standards of knowledge and skills within their industry. They also recognise and honour the achievements of employers, small businesses and training organisations for their dedication to providing the highest quality training and improving the skills of the workforce in this State. The Awards offer finalists the chance to gain personal satisfaction and opportunities in their industry, as well as the prestige of being part of an elite group of placegetters who unequivocally represent the State's best in vocational education and training.

## Award categories:

### Equity Awards:

- |  |                  |
|--|------------------|
| • Equity Award – Apprentice or Trainee | State-only Award |
| • Equity Award – Vocational Student    | State-only Award |
| • Equity Award – Employer              | State-only Award |

### Individual Awards:

- |                                     |                  |
|-------------------------------------|------------------|
| • Apprentice                        | National Award   |
| • Trainee                           | National Award   |
| • Aboriginal Student                | National Award   |
| • Vocational Student                | National Award   |
| • VET in Schools Student            | State-only Award |
| • School-based Apprentice/Trainee * | National Award*  |
| • VET Teacher / Trainer             | National Award   |

\*Applications are welcome from Certificate II School-based students; however to represent Tasmania at the Australian Training Awards the School-based Apprentice/Trainee of the Year Award recipient must be a Certificate III student

### Organisation Awards:

- |                                |                |
|--------------------------------|----------------|
| • Employer                     | National Award |
| • Small Employer               | National Award |
| • Industry Collaboration Award | National Award |
| • Small Training Provider      | National Award |
| • Large Training Provider      | National Award |

Winners from the Tasmanian Training Awards (in aligned categories) will have the opportunity to compete with other states and territories to be named the best in Australia at the Australian Training Awards!

There are currently no national equivalents to the Equity Awards or VET in Schools Student of the Year Award.

**Skills Tasmania reserves the right to not present an award in any category for which it considers the standard of entries does not meet the requirements as stated in the conditions of entry and assessment criteria.**

# 2015 Employer Award

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

This award is sponsored by the Tasmanian Chamber of Commerce and Industry

## How to complete and submit your nomination

### 1. Review the eligibility

Review the eligibility section to ensure you meet the eligibility requirements and are nominating in the correct category.

### 2. Read the conditions of entry

Read the conditions of entry and agree to these conditions.

### 3. Address all the selection criteria\*

Provide information on each of the selection criteria.

### 4. Complete the nomination form

Complete the nomination form and attach to the front of your submission.

### 5. Submit your nomination

Collate your form, selection criteria and attachments, ensuring you keep a copy for your reference. Applications can be posted, emailed or hand delivered.

### 6. Confirmation

We will send written confirmation on receipt of the submission.

**\* Note:** Applications are to be in 12 pt font and a maximum **20 A4 pages**, including attachments. The five criteria should be the focus of your application; however any relevant evidence may be provided so long as it does not exceed the required page limit. No multimedia items or discs will be accepted with nominations. Do not bind or laminate any part of your application.

## Selection process

- Written applications will be assessed against the selection criteria to determine shortlisted nominees.
- All nominees will be advised in writing as to whether they have been shortlisted.
- Shortlisted nominees will be required to attend an interview in July.
- The decision of the judging panel is final and no correspondence will be entered into.

## Privacy notice

The information provided by you in this application will be used by Skills Tasmania for the purpose of administration, judging and general communication in regard to the Tasmanian Training Awards. Provision of this information is essential to determine your eligibility for consideration for an Award. The information will be stored securely.

## Eligibility

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.

To nominate for this award an organisation must employ **40 or more** full-time equivalent employees.

Joint applications will be accepted from:

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

NB: Nominations will not be accepted from organisations that provide vocational education and training as their core business; however these organisations may consider nominating for either the Large or Small Training Provider of the Year Award.

\* denotes nationally recognised training, i.e. 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.

## Conditions of entry

- Closing date for this award is 5:00 p.m. on Friday, 22 May 2015. No extensions will be allowed.
- Nominees must be eligible for entry according to the specific award category criteria. Non-compliance with entry criteria will be sufficient reason for Skills Tasmania to reject the nomination.
- Nominees must be prepared to attend interviews as required and, if selected as a finalist, attend the presentation dinner in Hobart on Friday, 28 August 2015.
- All nominees must agree to abide by the decision of Skills Tasmania. All matters relating to the awards shall be final and no appeals will be entered into.
- Skills Tasmania reserves the right to use non-confidential details, profiles, training details and/or photographs for any publicity purpose pertaining to vocational education and training including, but not limited to, Tasmanian Training Awards, Australian Training Awards and the promotion of vocational education and training.

## Preparing your application

**Please note:** The 2015 winner of this category will be nominated for the Australian Training Awards. The **original application** from the winner will be used in the nomination. Therefore, please take into account the fact that panel members will not have in-depth knowledge of your organisation.

### 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

### Guidelines for addressing the criteria

In your application, you must present your information in a way that clearly addresses the award criteria. Therefore, please respond to the criteria in order, under the given heading.

When developing your application against the award criteria, you may wish to take into account some of the considerations outlined below. 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; e.g., 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.



## Checklist

### Before you send in your submission please check:

- You are eligible to enter the 2015 Tasmanian Training Awards
- All parties to this application are aware of this nomination and fully endorse its content
- You have addressed the **overview** and all the **selection criteria**
- You have completed all sections of the nomination form
- You have attached your signed nomination form to the front of your application
- You have enclosed copies of any certificates, awards etc. related to your study. Do not send originals as they will not be returned

## Gala presentation dinner

The Tasmanian Training Awards will be announced at a gala presentation dinner on Friday, 28 August in the Tasman Room at Wrest Point Conference Centre in Hobart.

Finalists will each receive one ticket for themselves, for entry to the dinner. Tickets will be available for family, friends and colleagues to purchase in July. It is a requirement that all finalists be present at the dinner.

## 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 awards are hosted by the Australian Government and are the culmination of the state and territory awards.

Winners from the Tasmanian Training Awards (in aligned categories) will have the opportunity to compete with other states and territories to be named the best in Australia at the Australian Training Awards!

This year's Australian Training Awards will be announced in Hobart on Thursday, 19 November.

To find out more, visit [www.australiantrainingawards.gov.au](http://www.australiantrainingawards.gov.au)





## Submitting your application

Email: [jacqui.maclaine@skills.tas.gov.au](mailto:jacqui.maclaine@skills.tas.gov.au)

Post: **Confidential Award Nomination**  
Jacqui Maclaine  
Tasmanian Training Awards  
Skills Tasmania  
GPO Box 536  
HOBART TAS 7001

Hand delivered: **Confidential Award Nomination**  
Jacqui Maclaine  
Skills Tasmania  
Level One  
26 Bathurst Street, Hobart

## Further information

For further information please visit [www.skills.tas.gov.au/trainingawards](http://www.skills.tas.gov.au/trainingawards) or contact Jacqui Maclaine on 03 6165 6008 or [jacqui.maclaine@skills.tas.gov.au](mailto:jacqui.maclaine@skills.tas.gov.au)

The Department of State Growth acknowledges  
the generous support provided by the following organisations:





## Nomination form – 2015 Employer

<b>Organisation</b>			
<b>Address</b>			
		<b>Postcode</b>	
<b>ABN</b>			
<b>Contact person</b>			
<b>Position</b>			
<b>Telephone</b>			
<b>Mobile</b>			
<b>Fax</b>			
<b>Email</b>			
<b>Number of employees</b>	<b>Full-time</b>	<b>Part-time</b>	<b>Casual</b>

It is a condition of these awards that the nominee agrees to comply with the conditions of entry mentioned in this document and agrees to any decision made by Skills Tasmania in relation to this nomination and these awards. In signing this form you give permission for Skills Tasmania to use non-confidential details from this nomination and relevant photographs and/or film for any publicity purpose pertaining to vocational education and training.

**Signature of nominee:**.....