Selection Criteria: Medium and Large Employer

Medium Employer Eligibility
- employ 20 or more, but less than 200, full-time equivalent employees

Large Employer Eligibility
- employ 200 or more full-time equivalent employees.

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

(limit: 500 words)

Section B: Applications will be judged against the following criteria

Criterion 1: Extent and quality of training for employees
Criterion 2: Achievements of the business and its employees that can be 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
Addressing the criteria

This award category requires the applicant to address the following award criteria. Please be aware that your responses to the criteria will be strengthened by the inclusion of measurable results and appropriate indicators (including customer satisfaction data and other types of external validation).

Section A

Business Details
- Industry sector
- Main business locations
- Number of full-time employees
- Number of part-time employees
- Number of casual employees
- Number of contractors
- Business structure (e.g. partnership, trust, company)
- Length of time in operation (years)
- Your training expenditure as a percentage of annual payroll %

(limit: 500 words)

Section B

The considerations listed under each criterion are provided to clarify what to include when writing against the criteria. This information will be considered and used for short listing and judging purposes.

Criterion 1: Extent and quality of training for employees

Consider:
- your involvement in designing training specifically for your business, either alone or in partnership with a 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.

(limit: 800 words)

Criterion 2: Achievements of the business and its employees that can be attributed to training

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.

(limit: 800 words)
Criterion 3: Integration of training into business planning

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.

(limit: 800 words)

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

Consider:
- Details of creativity, innovation and excellence in the design, development and delivery of your training
- 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).

(limit: 800 words)

Criterion 5: Commitment to equity in training

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.

(limit 800 words)