

Small Employer of the Year

2024 nominations are now open and close midnight 12 March 2024.

The Small Employer of the Year award recognises a small business which has achieved excellence in providing nationally recognised training to its employees.

Eligibility criteria

Nominees must:

- employ 19 or fewer full-time equivalent (FTE) employees*
- have a head office in Queensland
- have an Australian Business Number
- deliver nationally recognised vocational education and training (VET)** to their employees that leads to formal qualifications or Statements of Attainment issued by a registered training organisation under the Australian Qualifications Framework
- meet the [conditions of entry](#).

*If this criterion is not met, nominees may be eligible to apply for the Medium or Large Employer of the Year Award.

**'Nationally recognised VET' 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 (RTO). This includes apprenticeships and traineeships.

Joint applications are accepted from a partnership between a single host employer and a group training organisation (GTO). Host employers or GTOs that nominate for the award are required to have partner approval to nominate, however there is no requirement to jointly write the nomination.

Nominations will not be accepted from organisations whose core business is the delivery of VET (these organisations may consider nominating for a training provider award category).

How to enter

The key to success is starting early. Everything you need to know to enter, including help to plan your nomination, is available from the [Queensland Training Awards \(QTA\) website](#).

Scan the code to go online and access:

- a [guide to preparing your nomination](#), including a handy checklist, writing tips, [drafting templates](#) and [examples of successful nominations](#)
- conditions of entry
- information on the judging process



- frequently asked questions
- [contact details for state and regional coordinators](#), who can assist you with your nomination.

Nominations are submitted online via a nomination portal. Access is available from the QTA website during the nomination period only.

You'll have to set-up an account, then complete nomination sections and hit submit. You can edit your nomination right up to closing time, even after you submit.

For help to plan outside the nomination period, you can also [express your interest](#) online.

More than one workplace in Queensland?

You must nominate as an individual workplace/s or a statewide business; you cannot do both. If statewide, submit in the region where the business is headquartered. If nominating multiple workplaces, they must lodge separate nominations.

Section A: Overview

The information in Section A will **not** be considered or used for judging purposes, but it may be used as a summary of your organisation throughout the awards process.

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 (e.g. partnership, trust, company)	
Length of time in operation (years)	
Your training expenditure as a percentage of annual payroll	%

Business summary

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: Selection criteria

Nominees will be judged against the following selection 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: Innovation and excellence in design and delivery of training



Addressing the selection criteria

This information will be considered and used for shortlisting and judging purposes. Please be aware that your responses to the selection criteria will be strengthened by the inclusion of measurable results and appropriate indicators, including customer satisfaction data and other types of external validation.

The selection criteria should be the focus of the nomination. In developing your nomination, you may wish to take into account the considerations listed under each criterion.

Note: Considerations are not additional selection criteria but are provided to clarify what may be relevant to include when writing a response for each criterion.

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 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
- How you commit to equity in training such as for employees who are from groups that are under-represented in employment, education and training, such as people with disability, Indigenous people, people from non-English speaking backgrounds, people in older age groups and people living in remote areas.

(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
- How training is integrated into business planning.

(Limit: 800 words)

Criterion 3: Innovation and excellence in design and delivery of training

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).

(Limit: 800 words)



SECTION C: Attachments

Required:

- High quality business logo
- 3-5 workplace or publicity photos, ensuring you have consent from everyone pictured ([learn more about photo requirements and access photography tips online](#))

Optional supporting material, such as:

- letters of support (e.g. references from employees, training providers or customers) – recommended
- newspaper, newsletter or other articles
- photocopies of awards or certificates.

Up to five (5) single A4 pages of optional supporting material of relevance may be provided. Excess optional items **will not** be passed onto judging panels for assessment.

Each attachment **must not exceed 10MB**. Accepted file types include JPG, JPEG, PNG, PDF, DOC, DOCX, XLS and XLSX. Multimedia items (e.g. YouTube videos) or discs will not be accepted.

What happens next?

- Nominations are shortlisted for phone or online interviews, with judging at regional and state levels. Employer state winners may also face pre-selection ahead of nationals based on employee numbers, with two (small and large) not three (small, medium and large) employer categories offered at the national level.
- **July – Queensland Training Awards regional finals**, regional winners announced
- **September – Queensland Training Awards state final**, state winners announced
- **November – Australian Training Awards**, national winners announced.

More information

For more information, [contact your state and regional coordinator](#) or [visit the QTA website](#).