# Small Employer of the Year

## **2024 drafting template**

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

Visit [desbt.qld.gov.au/qta-prepare](https://desbt.qld.gov.au/training/qta/enter/prepare-nomination) for help to prepare your nomination, including writing tips, [examples of successful nominations](https://desbt.qld.gov.au/training/qta/enter/prepare-nomination/example-nominations) and a handy checklist, so you can check that you have everything before you submit via the online nomination portal.



This drafting template is handy for composing responses to award criteria, before cutting and pasting them into your online nomination. Use it to jot down ideas and map out how you would like to respond. It’s also a great way to check spelling, grammar and word counts, and share with someone to review.

## Section A: Overview

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

## Section B: Selection criteria

### 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.*

## Section A: Overview

### 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)

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### Section B: 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)

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### 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)

Draft here

### 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)

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