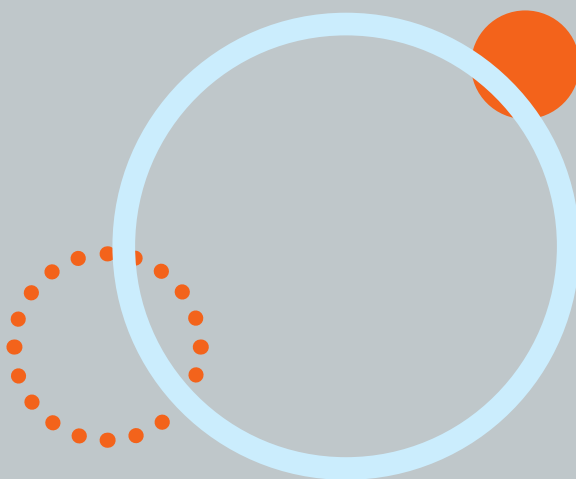


# NSW Training Awards 2025

## Small Employer of the Year Eligibility and Selection Criteria

Applications close 2 May 2025



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

### Eligibility Criteria

To apply for this award, an organisation must:

- be registered in Australia with an Australian Business Number
- deliver nationally recognised vocational education and training to their employees that leads to formal qualifications or Statements of Attainment issued by a Registered Training Organisation under the Australian Qualifications Framework
- employ fewer than 100, full time equivalent employees

NSW Training Awards will accept joint applications from:

- a partnership between a single Host Employer and a single Group Training Organisation. Host Employers or Group Training Organisations who nominate for the awards are required to have their partner agree to the nomination

NSW Training Awards will not accept applications from:

- organisations whose core business is the delivery of vocational education and training (these organisations may consider nominating for either the Large or Small Training Provider of the Year Award).

### Preparing your application

#### Section A: Overview

This information will not 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.

#### 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)
- Year training expenditure as percentage of annual payroll %

#### Business Summary (500 word limit)

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

#### For more information or assistance with your application



[NSW.TrainingAwards@det.nsw.edu.au](mailto:NSW.TrainingAwards@det.nsw.edu.au)



[www.trainingawards.nsw.gov.au](http://www.trainingawards.nsw.gov.au)

## Section B: Entry Criteria

This information will be considered and used for shortlisting and judging purposes. 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).

In developing your nomination, you may wish to take into account the considerations below.

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

### Criterion 1: Extent and quality of training for employees (800 word limit)

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 or employees who are from groups that are 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).

### Criterion 2: Achievements of the business and its employees that can be attributed to training (800 word limit)

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.

### Criterion 3: Innovation and excellence in design and delivery of training (800 word limit)

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).

## Supporting Attachments

The award criteria should be the focus of your nomination; however, any relevant evidence may be provided to support your nomination. Any supporting attachment is to be referenced in your application. **Maximum of 10 single-page attachments.**

Consider including:

- » **Logo**  
Organisation logo in high resolution (EPS, JPEG or PNG format at 300 dpi).
- » **CEO/MD Endorsement (This is a requirement for Small Employer)**  
An endorsement letter the Chief Executive Officer or Managing Director of the organisation or company, supporting the nomination.
- » **Workplace/training action photos**  
Action photos of you in your workplace or in training. See 'Photography Brief'.