



Prime Minister's Small Business of the Year Award

Award Criteria

The Small Business of the Year Award will be presented to a small enterprise which has achieved excellence in the provision of nationally recognised training to its employees.

Eligibility

To nominate, an organisation must:

- have fewer than 20 employees (including full-time, part-time and casual equivalents)

AND

- be the winner of an equivalent 2010 training award in their state or territory of operation.

Nominations will *not* be accepted from:

- branch offices of larger enterprises (please note, franchisees may nominate if their training activities are organised independently of the franchise group); and/or
- organisations whose core business is the delivery of vocational education and training (these organisations may nominate for a training provider award).

*The 2010 state/territory winners of this category can nominate for the Australian Training Awards. The **original application** from winners of this category addressing the award criteria below and submitted through the state/territory training awards process will be used.*

*Applications to the state/territory training awards process are to be in 12 pt font and a **maximum of 10 A4 pages** (including attachments).*

Preparing your application

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 education and training for employees

Criterion 2: Achievements of the business, or of its employees, that is attributed to training

* denotes nationally recognised training, ie 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.

Criterion 3 : Integration of training into business planning

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

Addressing the criteria

When developing your application against the award criteria, you may wish to take into account some of the considerations outlined below, if they are relevant to your organisation. These suggestions are ***not*** additional criteria, but are provided to give clarification of what may be relevant to include when writing against the criteria.

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.

Achievements of the business, or of its employees, which may be attributed to training

Consider:

- how you measure the benefits of training and how you think 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.

Integration of training into your business

Consider:

- how you find out about the training needs of your employees
- how training fits into your business planning and any evidence that your business has an ongoing commitment to training or a “training culture”
- the training aims of your business.

Innovation and excellence

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.
- the implementation of any Information Communication Technology (ICT) measures in your business; eg, online learning.

