The NSW Department of Education and Training (DET) conducts the NSW Training Awards each year to recognise outstanding achievement in the vocational education and training sector. The Awards reward and honour the achievements of students, teachers, training organisations and employers.

All finalists will be invited to attend the Awards Presentation Dinner to be held at The Ballroom, Sydney Convention and Exhibition Centre, Darling Harbour on 7 September 2006 where the Minister for Education and Training will announce the winners.

Separate entry forms provide details of the NSW Training Initiative Award and awards for Training Organisations. Please visit our website www.skilling.nsw.gov.au for details.

**Eligibility**

The Employer and Small Business awards will be presented to enterprises that demonstrate outstanding commitment and excellence in the provision of training to their employees.

Organisations whose core business is the delivery of education or training are not eligible for these categories. Such organisations should refer to the entry form for Training Organisation Awards.

The Employer of the Year category is open to organisations with 20 or more employees.

The Small Business of the Year category is open to those with fewer than 20 employees. This can include full-time, part-time and casual equivalents. Nominations will not be accepted from branch offices of larger enterprises. However, franchisees may nominate if their training activities are organised independently of the franchise group.

The NSW Training Initiative Award will recognise a leading edge program or product developed and implemented for the purpose of providing high quality vocational education and training. The principal nominee will be one organisation (or part thereof) which initiated or implemented the development of the program or product. Details are provided in a separate entry form.

**Representing NSW at the Australian Training Awards**

The winners of these awards will be nominated to represent NSW in the 2006 Australian Training Awards. All State and Territory nominations are assessed by a panel appointed by the Department of Education, Science and Training (DEST) and selected finalists are then further evaluated. Finalists will be invited to the Australian Training Awards Presentation Dinner in Adelaide on 16 November 2006 where the winners will be announced.

**Condition of Entry**

- The closing date for entries is Thursday 11 May 2006
- An organisation must not apply for a similar award in another State or Territory or for the Australian Training Awards in this calendar year. National employers (those with a significant level of activity in at least five States and Territories) may either apply directly to DEST for entry to the Australian Training Awards or compete at the State level, where only the winner is nominated for the national Awards.
- Candidates must agree to abide by the decisions of the NSW Department of Education and Training (DET)
- DET reserves the right to use photographs and non-confidential information about finalists for promotional purposes

**Closing Date and Postal Details**

Entry forms and required supporting information must reach the following address by 5pm on Thursday 11 May 2006

2006 NSW Training Awards
Department of Education and Training
Level 12, 1 Oxford Street
Locked Bag 53
Darlinghurst NSW 2000

**Selection Process**

From the information provided on the entry form and supporting material, organisations will be assessed against the criteria set out in this form by a panel of judges. The panel may interview and/or visit those shortlisted before selecting finalists.

**Privacy Notice**

The information provided by you on this entry form will be used by the Department of Education and Training for the purposes of administration, judging and general communication in regard to the 2006 NSW Training Awards. Provision of this information is essential to determine your eligibility for consideration of an Award. Information will be stored securely. If you do not provide all or any of this information, or contact us at 2006 NSW Training Awards, NSW Department of Education and Training by telephone on 1800 306 999 or (02) 9244 5507, by fax (02) 9266 8590 or by writing to address Level 12, 1 Oxford Street, Darlinghurst NSW 2000.
REQUIREMENTS FOR ENTERING
THE 2006 NSW TRAINING AWARDS

Documents to be provided
The submission should comprise:

1. Employer and Small Business Award Entry Form
2. A written submission (not exceeding 30 A4 pages including attachments) providing evidence against the assessment criteria below. Any relevant information which shows the quality of your achievements in vocational education and training may be provided (no videos, tapes or CDs please)

Copies
Please provide:

• one bound original of the submission including any attachments; and
• three unbound, clipped or stapled copies without attachments – photocopies are acceptable

ASSESSMENT CRITERIA

The assessment criteria for these awards comply with those required for entry to the Australian Training Awards. This allows the winners’ submissions to be entered directly into the Australian Awards.

Applicants for Employer of the Year and Small Business of the Year will be assessed against the following criteria. The points listed under each criterion are for your guidance only. Any relevant information which shows the quality of your achievements in vocational education and training may be provided.

1. Extent and quality of education and training for employees
   a. Give details of training and education provided to all employees, including at management level. (Make particular mention of any training that is nationally recognised)
   b. Is training provided by internal or external trainers? If internal, what are the qualifications of trainers and/or assessors?
   c. How much of your employees’ training is done on-the-job?
   d. How do you integrate on-the-job and off-the-job training?
   e. Do you train for team work, multiskilling and innovation?
   f. What percentage of your annual payroll do you invest on training for your employees?
   g. Approximately how much time (on average per month) do your employees spend in training activities?

2. Achievements of the business, or its employees, that may be attributed to training
   a. What evidence is there that your business has an ongoing commitment to training or a “training culture”?
   b. Please tell us about your training “success stories” and how the business and staff have benefited from these?
   c. How do you measure the benefits of training and how do you think training will improve your business in the future?
   d. How do you tell employees and people outside your business about the benefits of training for your business?

3. Integration of training into business planning
   a. Does your business have a business and/or training plan?
   b. How does training fit into your business plan?
   c. What are the training aims of your business?
   d. How do you find out about the training needs of your employees?
   e. How do you involve your employees in planning their training?

4. Commitment to equity in training
   a. Give details of employees in your business that are from groups often under-represented in employment, education and training (people with disabilities, indigenous people, people from a non-English speaking background, people in older age groups, people living in remote areas)
   b. Have such employees undertaken training programs and, if so, how many?
   c. Have any of these employees trained for managerial or supervisory jobs?
   d. Is any of your training specifically designed for such employees?

5. Design and development of training
   Give details of any training programme design or development undertaken by your business, either alone or in partnership with others and whether this resulted in any custom-designed or innovative training programs.

* Nationally recognised training is training that results in a formal qualification or Statement of Attainment issued by a registered training organisation. The training must be based on a national training package or an accredited course. This includes New Apprenticeships and Traineeships.

FURTHER INFORMATION

Please visit our website at www.skilling.nsw.gov.au for extra entry forms and tips on preparing a submission, or phone 1800 306 999
Please attach this form to your submission – see Requirements for Entering the 2006 NSW Training Awards

Award category

Please tick one box

Employer of the Year
Small Business of the Year

ORGANISATION’S DETAILS

Name of organisation
Address
Postcode
Contact person
Contact position/title
Telephone no. Fax no.
Mobile no. E-mail

Agreement
I agree to comply with the conditions of entry stated on this entry form and agree to abide by any decisions made by the NSW Department of Education and Training in relation to this submission and these awards.

Signature of applicant
Printed name
Position

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