ENTRY FORM
Small Business of the Year

Awarding excellence in vocational education and training

The NSW Training Awards are conducted by
the NSW Department of Education and Training
© 2008 NSW Training Awards
2008 NSW TRAINING AWARDS

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 Sydney Convention and Exhibition Centre, Darling Harbour on 4 September 2008 where the Minister for Education and Training will announce the winners.

Separate entry forms provide details of the Large Training and Small Training Provider Awards, Employer and Small Business Awards and the NSW Training Initiative Award. Please visit our website www.skilling.nsw.gov.au for details.

ELIGIBILITY

The Small Business award will be presented to an enterprise that demonstrates 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 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.

REPRESENTING NSW AT THE AUSTRALIAN TRAINING AWARDS

The winners of this award will be nominated to represent NSW in the 2008 Australian Training Awards. All State and Territory nominations are assessed by a panel appointed by the Department of Education, Employment and Workplace Relations (DEEWR) and selected finalists are then further evaluated. Finalists will be invited to the Australian Training Awards Presentation Dinner in Darwin on 20 November 2008 where the winners will be announced.

CONDITIONS OF ENTRY

- The closing date for entries is Monday 5 May 2008
- 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 Monday 5 May 2008

2008 NSW Training Awards
Department of Education and Training
Level 12, 1 Oxford Street
(Locked Bag 53)
Darlinghurst NSW 2010

SELECTION PROCESS

From the information provided in the submission, organisations will be assessed against the criteria set out in this form by a panel of judges (See ‘Requirements for Entering the 2008 NSW Training Awards’). The panel may interview and/or visit those shortlisted before selecting finalists.

FOR FURTHER INFORMATION OR EXTRA ENTRY FORMS

Please visit our website at www.skilling.nsw.gov.au or phone 1800 306 999 (toll free)

PRIVACY NOTICE

The information provided by you on this entry form will be used by the Department of Education and Training for the purpose of administration, judging and general communication in regard to the 2008 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 then you may not be eligible for entry in the 2008 NSW Training Awards. You may access, correct or amend your personal details by contacting 2008 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 2010.
ENTRY DETAILS Small Business Award

REQUIREMENTS FOR ENTERING THE 2008 NSW TRAINING AWARDS

Documents to be provided

The submission should comprise:
1. Small Business Award Entry Form
2. A written submission (not exceeding 20 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 submission including any attachments; and
- Three unbound, clipped or stapled copies without attachments-photocopies are acceptable

SELECTION 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 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.

Section A
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 programme(s) are delivered and any specific challenges which have been encountered in the implementation of the training programme.

Section B

Criteria 1: Provide evidence of how training* is integrated into your business through its inclusion in your business plan, operations, and the commitment from the business to training in time and money.

Criteria 2: Describe the extent and quality of training* provided to all employees including details of those who deliver it, delivery methods, and frequency/timing of training.

Criteria 3: Describe how the design and development of your training programme* demonstrates excellence and innovation.

Criteria 4: Provide specific examples of your business’s and/or employees’ achievements that may be attributed to the training* including how these achievements have improved your business’s operations and performance.

GUIDELINES FOR ADDRESSING THE SELECTION CRITERIA

When developing your application against the Selection Criteria listed above you may wish to include information relating to the following guidelines. Please note these guidelines are not additional selection criteria and are provided to give clarification of what may be relevant to include when writing against the Selection Criteria above.

Extent and quality of education and training for employees
- Give full details of all training with particular mention of any training that is nationally recognised, i.e. based on a national Training Package or Accredited Course and resulting in a formal qualification or Statement of Attainment by a Registered Training Organisation. This includes Australian Apprenticeships.
- Have you been involved in designing or developing training specifically for your business, either alone or in partnership with a training provider? If so, has this resulted in any custom-designed or innovative training programs?
- How much do you spend on training for employees (as a percentage of payroll and/or actual dollar figure)?
- How do you integrate on-the-job and off-the-job training?
  - Approximately how much time (on average per month) do your employees spend in training activities?
- How much training is done on-the-job? How do you integrate on-the-job and off-the-job training?

Achievements of the business, or its employees, that may be attributed to training
- Include your training “success stories” and how the business and staff have benefited.
- How do you measure the benefits of training and how do you think training will improve your business in the future?
- How do you inform employees and people outside your business about how training improves your business?

Integration of training into your business
- How does training fit into your business planning?
- What are the training aims of your business?
- How do you find out about the training needs of your employees?

Commitment to equity in your training
- Give details of training provided to employees who 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)
- How many of these employees trained for managerial or supervisory jobs?
- Is any of your training specifically designed for such employees?
Small Business of the Year

**ORGANISATION’S DETAILS**

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**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.

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