# Small Employer of the Year

The Small Employer of the Year Award recognises small businesses that have achieved excellence in the provision of nationally recognised training to their employees.

Nationally recognised training refers to training that is based on a national training package or accredited course which results in a person receiving a formal qualification or Statement of Attainment issued by a Registered Training Organisation. This includes Australian Apprenticeships.

## Eligibility

* All organisations 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 99 or fewer full-time equivalent (FTE) employees
* Have at least one party who is a Territory Enterprise that satisfies all three elements of the definition:
  + operating in the Northern Territory (NT) - the enterprise is currently engaged in productive activities (e.g. production of goods or delivery of services) within the NT
  + significant permanent presence - the enterprise maintains an office, manufacturing facilities or other permanent base within the NT
  + employing NT residents - the enterprise employs Territorians (an enterprise which relies exclusively on transient, interstate/international labour or a fly-in, fly-out (FIFO) workforce will not satisfy this element).
* Meet NT Training Award and Australian Training Awards conditions of entry.
* Ensure availability for compulsory attendance event dates.

Note: Joint applications are accepted from a partnership between a single Host Employer and a Group Training Organisation. Host Employers or Group Training Organisations who nominate for the award are required to have their partner agree to the nomination, however there is no requirement to jointly write the nomination.

Note: Nominations will not be accepted 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).

Note: Nominations will not be accepted from branch offices of larger enterprises (franchisees may nominate if their training activities are organised independently of the franchise group).

Eligible 2025 state or territory Award winners of this category enter a short-listing process to the Australian Training Awards (ATA), however, only organisations with a head office in the state or territory that they have nominated for will be eligible for ATA consideration. If you operate in the NT but your head office is in QLD this means you are eligible to win the NTTA but won’t be eligible to proceed to ATA. The original application of the winners already addresses the award criteria below and are automatically submitted to the Australian Training Awards by the state or territory training awards.

## Nominating Online

All nominations must be completed through the [NT Training Awards portal.](https://trainingawardsnt.awardsplatform.com/)

As well as addressing the selection criteria, you must be able to provide the following:

* Registered Training Organisation details.
* Letters of support and copies of any certificates, awards or prizes you have received.
* Hi res logos (eps preferred)
* Workplace training / action photos
* Australian Business Number (ABN) details

You are able to submit up to ten (10) supporting documents with your application.

## Nominations close

Nominations close at midnight Wednesday 7 May 2025.

For a guide to preparing your application, visit [TrainingAwards.nt.gov.au](file:///D:\NTTA%202025\6.%20Event\0.%20Eligibility\TrainingAwards.nt.gov.au).

## Application

In your application, you must clearly address the award criteria. This application will carry through to the Australian Training Awards judging panel if you are successful at the NT awards.

|  |
| --- |
| Section A: Overview |
| This information will not be considered or used for judging purposes, but it may be used as your summary throughout the Awards process. |
| 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(Limit: 500 words) |
| Provide a brief description of your business, including the products/services that you offer and any major milestones you have achieved. |

|  |
| --- |
| Section B: Selection Criteria  This information will be considered and used for judging purposes. |
| Criterion 1: Extent and quality of training for employees (limit: 800 words) |
| 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 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 (limit: 800 words) |
| 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 (limit: 800 words) |
| 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). |