**WA SMALL EMPLOYER OF THE YEAR**

**Application overview (500-word limit)**

*Provide an overview of your business including the products/services that you offer and any major milestones you have achieved.*

*Applicants should also provide the following details as part of their application:*

* Industry sector
* Main business location
* Australian business number
* 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.

**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) employees spend in training;
* How you integrate on-the-job and off-the-job training; and
* 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 (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; and
* 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; and
* Innovative approaches that you use to encourage access to training for your employees (e.g. mentoring, e-learning, collaborative learning).