

## Evidence guide: WA Employer of the Year

Selection criteria	Types of evidence
<b>1. Extent and quality of training for employees</b>	<i>The following examples of evidence are provided as a guide only. It is not anticipated that all examples will be appropriate for every application.</i>
<ul style="list-style-type: none"> <li>Your involvement in designing training specifically for your business, either alone or in partnership with training organisations</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of training you have done in-house</li> <li>Evidence of how you have worked with a training provider to customise training specifically for your business</li> </ul>
<ul style="list-style-type: none"> <li>The qualifications or courses that your employees are undertaking</li> </ul>	<ul style="list-style-type: none"> <li>A list of qualifications your employees are undertaking</li> </ul>
<ul style="list-style-type: none"> <li>Your training expenditure as a percentage of annual payroll</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of significant and confirmed expenditure on training in total and percentage of total payroll</li> </ul>
<ul style="list-style-type: none"> <li>The percentage of your employees who are actively engaged in training</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of the total number of staff and how many of them are actively engaged in training</li> </ul>
<ul style="list-style-type: none"> <li>Hours per month (average) that your employees spend in training</li> </ul>	<ul style="list-style-type: none"> <li>Hours allocated and expended on training for each category of employee</li> </ul>
<ul style="list-style-type: none"> <li>How you integrate on the job and off the job training</li> </ul>	<ul style="list-style-type: none"> <li>Proportion of on the job and off the job training undertaken by employees</li> <li>Examples of training related to specific work practice improvement</li> <li>Evidence of workplace practice skills developed in training</li> <li>Related quality improvements sought and obtained through training</li> <li>Examples of how theory is reinforced through practice</li> </ul>
<b>2. Achievements of the business and its employees that can be attributed to training</b>	
<ul style="list-style-type: none"> <li>How training has improved the productivity and wellbeing of your employees</li> </ul>	<ul style="list-style-type: none"> <li>Describe the personal training achievements of a few of your staff</li> <li>Staff feedback about personal development from training</li> <li>Staff career enhancements</li> </ul>
<ul style="list-style-type: none"> <li>How training has improved your relationships with clients</li> </ul>	<ul style="list-style-type: none"> <li>Examples of client feedback</li> <li>Any data on client satisfaction rates attributable to training</li> </ul>
<ul style="list-style-type: none"> <li>How training has improved the productivity and profitability of your business</li> </ul>	<ul style="list-style-type: none"> <li>Examples of productivity, safety and other improvements attributable to training</li> <li>Examples of the impact on profitability attributable to training</li> </ul>
<ul style="list-style-type: none"> <li>How you measure the benefits of training</li> </ul>	<ul style="list-style-type: none"> <li>Training evaluation methods and tools used</li> <li>Examples of training evaluations undertaken</li> </ul>
<ul style="list-style-type: none"> <li>How training will improve your business in the future</li> </ul>	<ul style="list-style-type: none"> <li>Examples of training designed for future specific business improvements</li> <li>Examples of long term goals and how training will support these goals</li> </ul>
<b>3. Integration of training into business planning</b>	
<ul style="list-style-type: none"> <li>The training aims of your business</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of plans which include your aims for training</li> </ul>
<ul style="list-style-type: none"> <li>The 'training culture' that you have established within your business</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of attitudes towards training by employees and management staff</li> <li>Evidence of the expectations you have set for staff to undergo training</li> <li>Evidence of the frequency employees undertake training</li> </ul>
<ul style="list-style-type: none"> <li>How training fits into your workplace development and business planning</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of training planned for business goals and objectives</li> </ul>
<ul style="list-style-type: none"> <li>How you have formalised an ongoing commitment to training</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of future or long-term plans</li> </ul>

<ul style="list-style-type: none"> <li>• How you find out about the training needs of your employees</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of training needs analysis conducted</li> <li>• Use of staff review and assessment processes to identify needs</li> <li>• Employee planning group involvement</li> </ul>
<b>4. Innovation and excellence in design and delivery of training</b>	
<ul style="list-style-type: none"> <li>• Details of creativity, innovation and excellence in the design, development and delivery of training for your employees</li> </ul>	<ul style="list-style-type: none"> <li>• Any training you have developed specifically for your business</li> <li>• Any training provided in partnership with other business or training providers</li> </ul>
<ul style="list-style-type: none"> <li>• Innovative methods that you use to create positive relationships or partnerships with others to enhance the effectiveness of your training</li> </ul>	<ul style="list-style-type: none"> <li>• Employee recognition programs</li> <li>• Working with industry partners to enhance training program</li> </ul>
<ul style="list-style-type: none"> <li>• Innovative approaches that you use to encourage access to training for your employees</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated flexibility</li> <li>• Demonstrated consideration of requirements of employees from an area of special need</li> </ul>
<b>5. Commitment to equity in training</b>	
<ul style="list-style-type: none"> <li>• The training you have made available to employees who are from groups often under-represented in employment, education and training, such as people with disability, Aboriginal and Torres Strait Islander people, people from non-English speaking backgrounds, people in older age groups and people living in remote areas</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of training programs you offer that are suitable to these employees</li> </ul>
<ul style="list-style-type: none"> <li>• The number of these employees who have actively engaged in training</li> </ul>	<ul style="list-style-type: none"> <li>• High uptake among these employees</li> <li>• Evidence that the program is suitable to these employees</li> </ul>
<ul style="list-style-type: none"> <li>• The number of these employees who have actively trained for managerial or supervisory jobs</li> </ul>	<ul style="list-style-type: none"> <li>• Employees who have gone through your training in order to move up to managerial or supervisory roles</li> </ul>
<ul style="list-style-type: none"> <li>• The training programs that have been specifically designed for these employees</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence that you have tailored your training to meet the needs of these employees</li> </ul>