**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.*

**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) that your employees spend in training; and
* How you integrate on-the-job and off-the-job training.

**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; and
* how training will improve your business in the future.

**Criterion 3: Integration of training into business planning (800 word limit)**

*Consider:*

* the training aims of your business;
* the ‘training culture’ that you have established within your business;
* how training fits into your workforce development and business planning;
* how you have formalised an ongoing commitment to training; and
* how you find out about the training needs of your employees.

**Criterion 4: 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).

**Criterion 5: Commitment to equity in training (800 word limit)**

*Consider:*

* 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, indigenous people, people from non-English speaking backgrounds, people in older age groups and people living in remote areas;
* the number of these employees who have actively engaged in training;
* the number of these employees who have actively trained for managerial or supervisory jobs; and
* the training programs that have been specifically designed for these employees.