



## 2017 Meat Industry Employer of the Year Training Award – award information

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The Meat Industry Employer of the Year Training Award will be presented to a meat industry enterprise with 20 or more employees that demonstrates outstanding commitment and excellence in the provision of training to its employees.

Organisations which are RTOs providing services to the meat industry are **not eligible** for this category. Enterprise RTOs **may** nominate under this category.

### Entry conditions

- The nominee must be a meat processing company.
- Nominees must agree to abide by the decisions of MINTRAC.
- MINTRAC reserves the right to use photographs and non-confidential information about nominees for promotional purposes.
- Nominations received after the closing date will not be considered.

### Closing date

8 March 2017

### Nominations will be judged against the following criteria

- Criterion 1: Extent and quality of training for employees
- Criterion 2: Achievements of the business, or its employees, attributed to training
- Criterion 3: Integration of training into business and workforce development planning
- Criterion 4: Innovation and excellence of design and delivery of training
- Criterion 5: Commitment to equity in training.

### Documents to be provided

- Completed Meat Industry Employer of the Year Training Award entry form.
- Written submission, not exceeding 20 A4 pages, including photographs.
- Electronic version of the written submission.
- At least one photograph, in jpeg form, to be used for the award slides.

# Required structure of the written submission

## ***Section A***

Provide an overview of the organisation's workforce development program including the objectives, a description of the operating environment or context and how that affects the training program, and any specific challenges which were encountered in the implementation of the training program.

## ***Section B***

- Criteria 1:** Provide evidence of the extent and quality of training provided to employees of your organisation including details of those who deliver it, delivery methods, and frequency/timing of training.
- Criteria 2:** Provide specific examples of your business's and/or employees' achievements that may be attributed to training.
- Criteria 3:** Describe how your company training program is integrated into your business planning processes.
- Criteria 4:** Describe how the design, development and delivery of your training program demonstrates excellence and innovation.
- Criteria 5:** Demonstrate your commitment to equity for under-represented groups in your training program.

## **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 clarify what may be relevant to include.

### **Extent and quality of training for employees**

Consider:

- your involvement in designing or developing training specifically for your business, either alone or in partnership with a training provider
- how much you spend on training for your employees
- the amount of time (on average per month) your employees spend in training activities
- the amount of on-the-job training and how you integrate on-the-job and off-the-job training.

### **Achievements of the business, or employees attributed to training**

Consider:

- how you measure the benefits of training and how training will improve your business in the future
- how you inform employees and people outside your business about how training improves your business
- any “success stories” about your training and how the business and staff have benefited.

## **Integration of training into business planning**

Consider:

- the training aims of your business
- how training fits into your business planning and any evidence your business has an ongoing commitment to training and/or a “training culture”
- how you find out about the training needs of your employees.

## **Innovation and excellence of design and delivery of training**

Consider:

- details of creativity, excellence and/or innovation in the design, development and delivery of your training
- any methods you use to create positive relationships or partnerships with others to enhance the effectiveness of your training
- any measures you use to encourage access to training for your employees
- implementation of Information Communication Technology (ICT) in your business, e.g. e-learning.

## **Commitment to equity in training**

Consider:

- any training provided to employees who are from groups often under-represented in employment, education and training, such as people with disabilities, indigenous people, people from a non-English speaking background, people in older age groups, people living in remote areas
- the number of these employees who have undertaken training programs
- the number of these employees trained for managerial or supervisory jobs
- any of your training specifically designed for these employees.

# 2017 Meat Industry Employer of the Year Training Award - entry form

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Company name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Telephone: \_\_\_\_\_

Nominated contact person: \_\_\_\_\_

Preferred mode of contact (provide details)

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## Declaration

I declare that:

- this company is a meat processing company
- the company employs twenty or more employees
- I agree to abide by the decisions of MINTRAC in relation to this award
- MINTRAC has the right to use photographs and non-confidential information about nominees for promotional purposes.

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Role in organisation: \_\_\_\_\_

## Checklist

Have you:

- completed the Meat Industry Employer of the Year Training Award entry form?
- included your written submission, not exceeding 20 A4 pages, including photographs?
- enclosed an electronic version of the written submission?

**Competed applications are to be sent to:**

2017 Meat Industry Employer of the Year Training Award  
MINTRAC, Suite 2/150 Victoria Rd, Drummoyne NSW 2047

Or fax to: 02 9819 6099 Or email to: [mintrac@mintrac.com.au](mailto:mintrac@mintrac.com.au)