

South Burnett Training Awards – Business of the Year

Are you a business who undertakes staff training?

Our Business of the Year search is looking for the brightest and best in our region. Training doesn't need to be accredited but aimed at working toward development of staff skills.

To be eligible:

- You must be a registered business with an ABN.
- You must employ at least one other local staff member
- Must have an office located within the South Burnett Region
- Multiple offices within the South Burnett are eligible and will be counted individually. (For example, you may have an office in Murgon, Wondai and Nanango. Each office may enter so long as they meet the other eligibility criteria.)

To enter:

- Complete both the cover sheet and include a document addressing all the criteria – **answers should be submitted in a separate document.**
- Include up to 3 images of staff, and a high-resolution logo.
- Forward the information to us by closing date:- midnight 22 January 2024 either via email to Nicola@lgmediaservices.com.au or via paper based to South Burnett Training Awards PO Box 373 Kingaroy QLD 4610

Section 1 - Your Business and Details of Entry:

Business Name	
Address of business	
Liaison/Contact Person	
Contact Number	
Registered Business ABN	
How many staff do you employ	
Your Industry	

Photography Release:

Please acknowledge these conditions below, by signing or completing as required.

I give permission for photographs of myself and/or staff to be taken and to be used for promotional purposes.	
Liaison's full name	
Signature	

Section 2 - Your Training - Data:

- What training do your staff regularly undertake or have completed as a one-off experience.
- What percentage of your budget would you estimate is spent on staff training?
- How many hours a week would you estimate are engaged in training.
- How do you access your training? Through registered training providers or 'on the ground'?

Please do not exceed 500 words on this answer.

Section 3 - Your Training – Your story:

- Tell us more about your training. Describe how you formulate it and why it gives your staff an edge. Or are there aspects of training you wish you could provide, if there were opportunities?
- We want to know about any partnerships you have to provide training.
- Do you have any particular issues that impede training (language/culture/low literacy etc) and what you've done to overcome this?

Please do not exceed 800 words on this answer.

Section 4 – Celebrate Your Story:

- What impacts have your individualised training had on your staff?
- What is your next aim in staff training?
- Given your commitment to training, how has this positively impacted your business?
- Tell us about innovations in training or your workplace culture? What makes you stand out?

Please do not exceed 500 words on this answer.

Show us:

- This is your opportunity to show us **up to 5 pages** of supporting information, including newspaper stories, certificates, newsletters etc. Images/supporting documentation should be included in PDF format.
- Photos can be either jpg or png. **Please do not embed them in your application.**

- We apologise but we are unable to accept multimedia (TikTok, YouTube etc) entries for this section.

BEFORE YOU SUBMIT!

Have you completed Section One:

About You **Yes / No**

Photography Release **Yes / No**

Have you completed Section Two:

Your Training - Data: **Yes / No**

Have you completed Section Three:

Your Training – Your story **Yes / No**

Have you completed Section Four:

Celebrate Your Story **Yes / No**

Have you included:

Your photographs of you? **Yes / No**

Any further supporting information? **Yes / No**