

# VICTORIAN SMALL BUSINESS OF THE YEAR AWARD

## NOMINATION FORM

\*Nominations close Friday 15 May 2009.

### ORGANISATION DETAILS: (please print clearly)

Name of organisation: \_\_\_\_\_

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

P/code: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Phone (work): \_\_\_\_\_

Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_

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

On behalf of (name of organisation), I am applying for the **VICTORIAN SMALL BUSINESS OF THE YEAR AWARD** and agree:

- to the conditions of entry for the Victorian Training Awards as detailed in the nomination booklet and on the website [www.skills.vic.gov.au/awards](http://www.skills.vic.gov.au/awards)
- that in the case of selection as a finalist or winner, photographs and non-confidential details from the nomination form can be used in promotional materials by the Department of Innovation, Industry and Regional Development.

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

Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Checklist for applications

When completing your application, remember to:

- Use 12 point fonts only
- Keep to ten (10) A4 pages including attachments
- Directly address the criteria in your written application
- Read conditions of entry
- Meet the deadline of 15 May 2009 at 5pm (the date and time all applications need to be received)
- Use the correct mail or delivery address
- Provide ten (10) copies consisting of nomination form and application.

### Criteria Checklist

- Criterion 1: Extent and quality of education and training for employees
- Criterion 2: Achievements of the business, or of its employees, that is attributed to training
- Criterion 3: Integration of training into business planning
- Criterion 4: Innovation and excellence of design and delivery of training.