

**Small, Medium, Large
and Macro Employers**
Entry form



National
Training Awards
2011



In association with



**INVESTORS
IN PEOPLE**

National Training Awards

To enter the National Training Awards organisations must have been accredited or reaccredited with Investors in People since 31 October 2008. N.B. Organisations with 20 or less employees are not required to be Investors in People accredited to enter the Awards

Please mark the box to indicate if you are an Investors in People accredited organisation as detailed above.

Please mark the box if you are an employer with 20 or less employees and are not an Investors in People accredited organisation.

Which NTA category are you entering into?

Please mark 1 box only.

Small Employer (up to 49 employees)

Medium Employer (50 – 249 employees)

Large Employer (250 – 999 employees)

Macro Employer (1000 + employees)

Section A: About your organisation

Your organisation's name

N.B. As detailed on your Investors in People Certification, if applicable

Your Title First name

Surname

Position in your organisation

Department

Address

City/Town

Postcode

Telephone Mobile

Email

Entries are allocated for regional judging based on the postcode above. However, if your entry needs to be judged in a different region, please select below, (see entry guidance booklet for further details).

East of England South East

East Midlands South West

London Wales

North East West Midlands

Northern Ireland Yorkshire & The Humber

North West

During which period did the learning described in this entry take place?

From (month/year) To (month/year)

Is the learning ongoing? Yes No

Entry title (this should summarise the main focus and context of your entry in no more than 15 words)

Office use

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How to fill in this form

- Please only type or write lower-case 'x' to mark multiple-choice questions in the appropriate boxes.
- Please answer all questions and write N/A if the question does not apply to you.
- **Do not** change or cross out any part of this form.
- Make sure you enter the word count in the box at the end of each question as this is not calculated automatically.

Section B: Description of your organisation

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Please give a brief description of your organisation
(up to 200 words).

Please type/write in the box below.

Section B: word count (up to 200 words)

Section C: Question 1

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Explain your organisation's need for the learning and development programme (up to 400 words).

You **must** include (stage 1 of the learning framework described in the entry guidance booklet):

1. The organisational need for the initiative and the position before the training.
2. What you planned to achieve as an organisation (and how this linked to overall organisational strategy), the targets set for improvement and how you planned to measure success.
3. A description of the target groups/individuals benefitting from the learning and development programme.
4. The specific targets set for learner performance and how you planned to measure their achievement.

Please type/write in the box below.

Section C, Question 1: word count (up to 400 words)

Section C: Question 2

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Explain how you designed and implemented the learning and development programme (up to 400 words).

You **must** include (stage 2 of the learning framework described in the entry guidance booklet):

1. The programme content, design, the learning approaches chosen and why these were selected.
2. How this design was tailored to meet the specific learning and development needs of the participants and their involvement in the development of the programme.
3. How the programme was delivered, by whom, to how many trainees and in what timeframe.
4. Success/non-completion rates of the programme and their cause(s).
5. The organisational investment of time, money and other resources.

Please type/write in the box below.

Section C, Question 2: word count (up to 400 words)

Section C: Question 3

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Explain the direct benefits of the learning initiative for your organisation, and its impact on the participants' performance (up to 500 words).

You **must** include (stage 3 of the learning framework described in the entry guidance booklet):

1. Quantification of how the programme has improved the performance of the organisation, how successfully it has met the initial targets of the learning and development programme and achieved the organisation's strategic goals.
2. Specific examples of how participant performance or behaviour has changed as a direct result of the learning and development programme.
3. Detailed evaluation of the learning and development programme, (including cost effectiveness) and how this evaluation will assist in the development of future programmes.
4. How the positive impact of the initiative will be maintained for the organisation, how it is currently embedded in the organisation and how it supports the organisational strategy.

Please type/write in the box below.

Section C, Question 3: word count (up to 500 words)

Section D: Endorsement

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A member of your senior management **must** complete this question.

Please describe how this learning and development programme has directly impacted upon your organisation and how this links back to the overarching organisational strategy (up to 300 words).

Endorser name

Organisation

Position in organisation

Telephone

Email

Please type/write in the box below.

Section D: word count (up to 300 words)

About your organisation continued.

Office use

How many employees does your organisation have?

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In which sector or field does your organisation work?

If your organisation recognises any Trade Unions please give details below.

Have you used public funding to support this learning and development activity?

Yes No

If 'Yes', where did your funding come from?

Which Awarding body accredited your learning and development programme (City & Guilds, EDI, Pearson, etc.), if applicable?

We sometimes share your information with our funding organisations. However, if you prefer us not to share your information please tick the box.

In order to publicise the success of our winners we would like to be able to share your story with members of the press. Any case studies will be sent to you beforehand for your approval, however if you would not like your organisation name to appear in any of our press releases please tick the box.

(By not ticking this box you agree to us sharing your signed off case study and ceremony photography with members of the press)

What prompted you to enter the National Training Awards this year?

(please tick more than 1 if appropriate)

| | | | |
|------------------------------|--------------------------|---------------------|--------------------------|
| Direct-mail letter/leaflet | <input type="checkbox"/> | National press | <input type="checkbox"/> |
| Local press | <input type="checkbox"/> | Investors in People | <input type="checkbox"/> |
| Business/trade publication | <input type="checkbox"/> | E-newsletter | <input type="checkbox"/> |
| Other organisation's website | <input type="checkbox"/> | Other | <input type="checkbox"/> |
| Word of mouth | <input type="checkbox"/> | | |

If you selected Other, please provide details below.

Did you go to one of our information seminars in 2011? Yes No

If 'Yes', please tell us where.

Name of your press and PR contact.

Name

Telephone

Email

Sending in your entry

**The closing date for entries is
5pm on Friday 27th May 2011**

You can enter the Awards in the following ways

Online nationaltrainingawards.com
Email entries@nationaltrainingawards.com
Post National Training Awards
Blaenige
Blaen-y-Coed Road
Carmarthen
Wales
SA33 6EL

Entries cannot be submitted by fax.

It is your responsibility to check that your entry has been received. If you have not received a confirmation e-mail by Friday 3rd June, call the helpline (Monday to Friday, 9am to 5pm).

T 0800 0191 475

Make sure that you have

- Answered all questions as appropriate
- Included the word count for each question as required
- Not altered or crossed out any part of this form; and have used only a lower-case 'x' to mark multiple-choice questions
- Not inserted any logos, pictures, spreadsheet documents, pdf documents or other media
- Provided an appropriate party for your endorsement
- Not exceeded the word count in any section
- Included the evidence requested under the "must include" sections under each question.

Skills | Department for Business
Funding | Innovation & Skills
Agency

Supported by

City &
Guilds

EDI Supporting learning
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PEARSON

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