
National Training
Awards 2010

Now is the Time
Entry form

Category 6



National
Training Awards



Section A: About your organisation

Office use

Your organisation's name

Your Title

First name

Surname

Position in your organisation

Department

Address

City/Town

Postcode

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

Scotland

East Midlands

South East

London

South West

North East

Wales

Northern Ireland

West Midlands

North West

Yorkshire & The Humber

Telephone

Mobile

Email

You should use this form if you are entering the Now is the Time category.

If you are entering the Large, Medium or Small Employer, the Providing Education and Training, the Partnership and Collaboration or the Individual category please use the appropriate entry forms available from the NTA website.

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. Leave a question blank if it 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.

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

(Please note that only training taking place from September 2008 onwards is eligible for entry in this category).

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)

Section B: Description of your organisation

Office use

Please give a brief description of your organisation
(up to 150 words).

Please type in the box below.

Section B: word count

Section C: Question 1

Office use

Please describe the challenges your organisation was faced with as a result of the recession and why you decided to use training to overcome these challenges (up to 350 words).

You **must** include (stages 1 & 2 of the learning framework described in the entry guidance booklet):

1. A description and measure of the impact the recession had on your organisation and your organisational performance prior to the training
2. Why you chose to use training as a way of addressing this need
3. What the intended benefits were for the organisation, the targets set for improvement and how you planned to measure your success
4. A description of the trainees, the changes in their performance you expected to see and how you planned to measure their progress against the targets set.

Please type in the box below.

Section C, Question 1: word count

Section C: Question 2

Office use

Please describe how you designed and delivered the training (up to 350 words).

You **must** include (stages 3 & 4 of the learning framework described in the entry guidance booklet):

1. The programme content and how the training was designed to meet the challenges your organisation faced as a result of the recession
2. How this design was tailored to meet the specific needs of your trainees
3. How the programme was delivered, by whom, to how many trainees and in what timeframe
4. How closely the delivery matched initial plans and if there were any unexpected challenges
5. Number and details of trainees successfully completing the programme and those who are now directly benefiting from the training
6. How you have used resources effectively including a **full cost breakdown**.

Please type in the box below.

Section C, Question 2: word count

Section C: Question 3

Office use

Please describe the direct impact of the training and how this is helping the organisation to react positively to the challenges of the recession and prepare to be more competitive in recovery (up to 400 words).

You **must** include (stages 5 & 6 of the learning framework described in the entry guidance booklet):

1. Actual examples of how trainee performance or behaviour has changed as a direct result of the training, what they can now do differently in comparison to before
2. How the programme has created real benefit and stability across the organisation, including performance improvement statistics and examples of the benefits gained
3. An overall evaluation of how well these outcomes met the needs and targets identified at the outset
4. An evaluation of the value for money and return on investment
5. Evidence that investing resources into training has or will secure future development and how this improvement will be further built on to enhance future business growth and/or stability.

Please type in the box below.

Section C, Question 3: word count

Section C: Question 4a

Office use

**What makes this story exceptional?
(up to 100 words)**

You can consider:

- Any particular areas of exceptionality, such as challenges overcome, innovation, outcomes etc
- How this initiative compares with others in your sector, if this information is available
- What other organisations could learn from your achievements.

Please type in the box below.

Section C, Question 4a: word count

Section C: Question 4b - Resubmissions only

Office use

A resubmission is an entry which describes training and associated benefits which have been used as part of a previous entry **within the past two years**.

Resubmitted entries will only be considered for a higher level award than that previously received (if applicable). If it is not considered that the resubmitted entry has reached the level of the higher level award then no award will be made.

Is this entry a resubmission? Yes No

If 'Yes', please tell us the year you entered and the result.

2008 Non winner

2009 Regional Training Award

UK National Training Award winners and Winners of the Year cannot resubmit the same entry within two years.

For resubmissions only:

Please describe the key progress you have made since the submission of your last entry (up to 100 words).

Please type in the box below.

Section C, Question 4b: word count

Section D: Endorsement

Office use

A member of your senior management team must fill this in.

Please describe how this training and development impacted upon your organisation and /or the community (up to 200 words).

Your name

Organisation

Position in organisation

Telephone

Email

Please type in the box below

Section D: word count

About your organisation continued.

Office use

How many employees does your organisation have?

In which sector or field does your organisation work?

Is your organisation Investors In People accredited?

Yes No

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

Has your organisation made the Skills Pledge?
(England & Wales only)

Yes No

If you are involved in delivering goods, services, facilities or training for the London 2012 Olympics or Paralympics please tick this box.

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

Yes No

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

We sometimes share your information with our funding organisations.

We never sell or pass on your information to other organisations for marketing purposes. However, if you prefer us not to share your information please tick the box.

In order to publicise the success of our finalists and 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"/>	Telemarketing	<input type="checkbox"/>
Local press	<input type="checkbox"/>	National press	<input type="checkbox"/>
Business/trade publication	<input type="checkbox"/>	NTA website	<input type="checkbox"/>
Other organisation's website	<input type="checkbox"/>	Investors in People	<input type="checkbox"/>
Word of mouth	<input type="checkbox"/>	Ezine	<input type="checkbox"/>

If you selected Word of mouth, please give the details of the person below.

Name:

Organisation:

Did you go to one of our information sessions in 2010? Yes No

If 'Yes', please tell us where.

Name of your press and PR contact.

Name

Telephone

Email







Sending in your entry

Deadline

The closing date for entries is Friday 23 April, 5pm

You can enter the Awards in the following ways

-
- Online** www.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 email by Friday 30th April, call the helpline (Monday to Friday, 9am to 5pm).

T 0800 0191 475

Declaration

I agree that:

- I have answered all questions as appropriate
- I have included the word count for each question as required
- I have not altered or crossed out any part of this form; and I have used only a lower-case 'x' to mark multiple-choice questions
- I have not inserted any logos, pictures, spreadsheet documents, pdf documents or other media
- The endorsement is provided by an appropriate party
- My entry will be automatically rejected if I exceed the word count in any section
- My entry will be rejected if I have not included the evidence requested under the "must include" sections under each question.

Submitted by:

Name: _____

Position: _____

Date: _____

Supporters



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