

Welcome to the National Training Awards!

2011 NTA Information Seminar

How to construct a winning entry!



Seminar objectives

- What are the National Training Awards?
- What are the benefits of entering and winning?
- How can you start putting your entry together?
- What further support can we provide?

The National Training Awards:

Recognise and celebrate Investors in People accredited organisations that have delivered outstanding organisational benefits by directly linking the training needs of their people to the business needs of their organisation.



National Training Awards

[Benefits to winners video](#)

Outstanding benefits:

AN AWARD WITH REAL RETURN

40% of winners have seen real bottom line benefits as a result of winning

SHINING EXAMPLES

68% of winners found that the Award has provided them with positive PR coverage

BETTER STAFF, BETTER BUSINESS

65% of winners saw increased internal recognition of the importance of training

ENCOMPASSES AND MOTIVATES ALL

65% of winners found that a key benefit was increased staff morale and motivation

Outstanding benefits:

- Publicly recognises Investors in People accredited organisations that have continually built on their successful training programmes and have achieved success through developing their people year-on-year
- Provides all entrants with detailed feedback reports that can be used to inform future organisational development through staff training
- Evaluation of current training initiatives by using the NTA/Investors in People Learning Framework Model

Categories

- (1) Small Employer (1 – 49 Employees)**
- (2) Medium Employer (50 – 249 Employees)**
- (3) Large Employer (250 – 999 Employees)**
- (4) Macro Employer (1000+ Employees)**

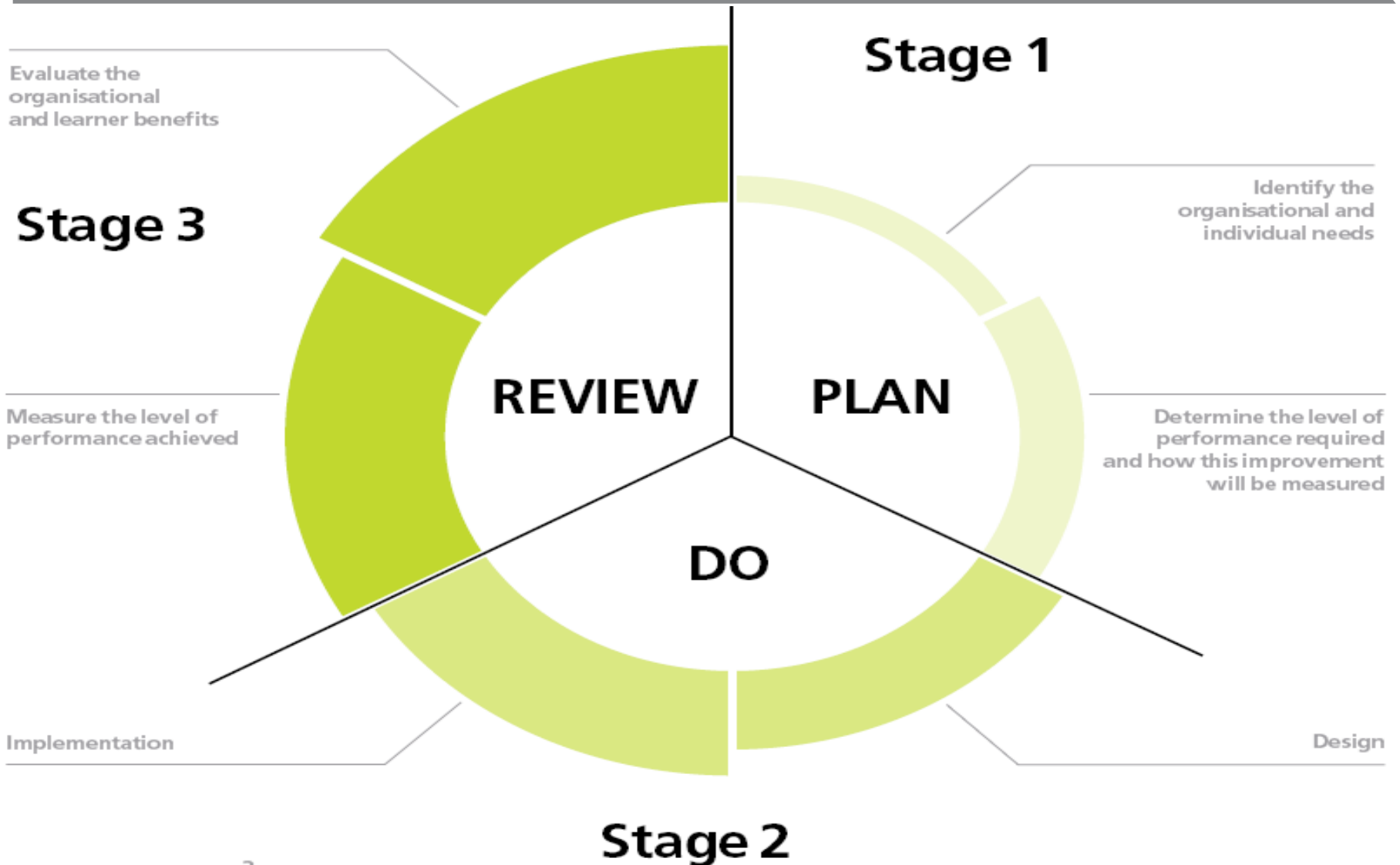
NB – Organisations with 20 or fewer employees do not have to be Investors in People accredited to enter the Awards.

What the Judges are looking for

A GOOD ENTRY IS...

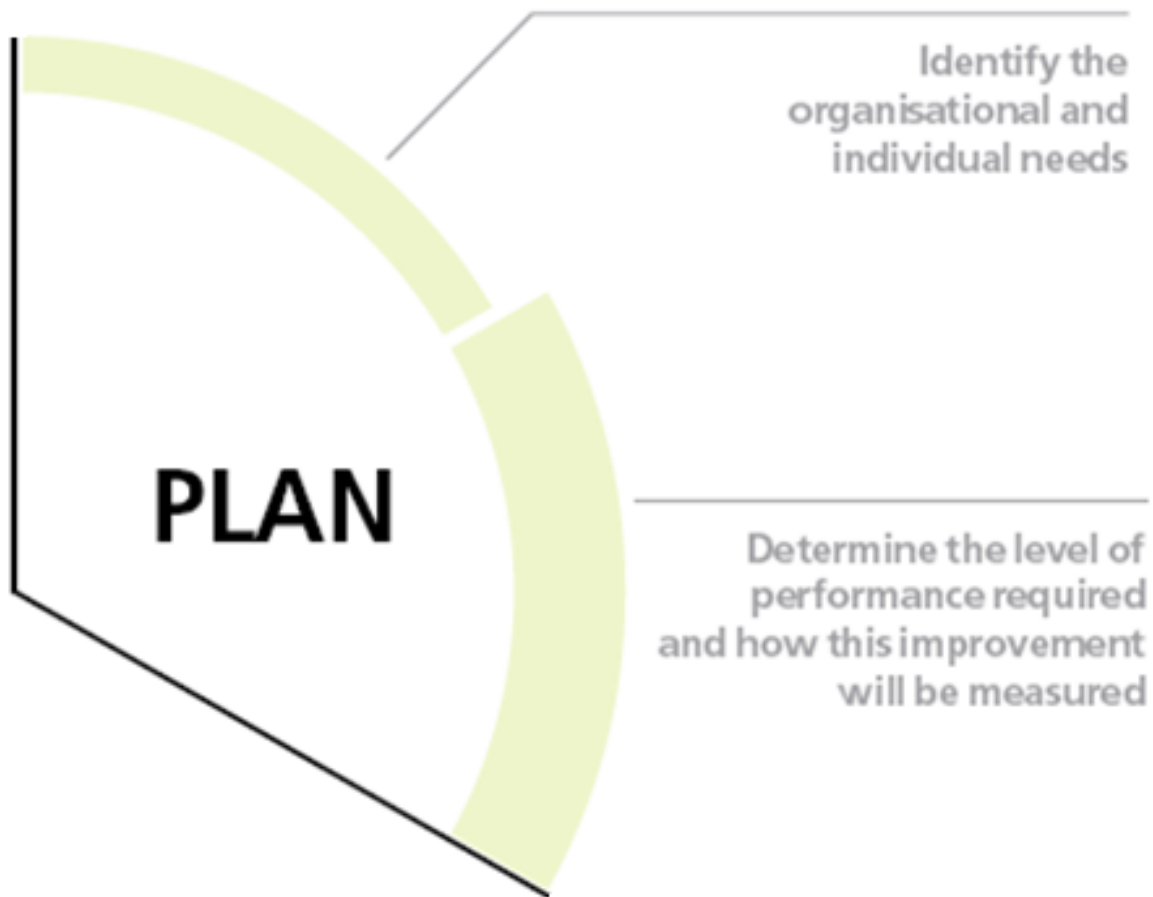
...a short inspiring story which demonstrates that a piece of training has made a real impact on people and business performance in the achievement of organisational goals.

The NTA Learning Framework Model

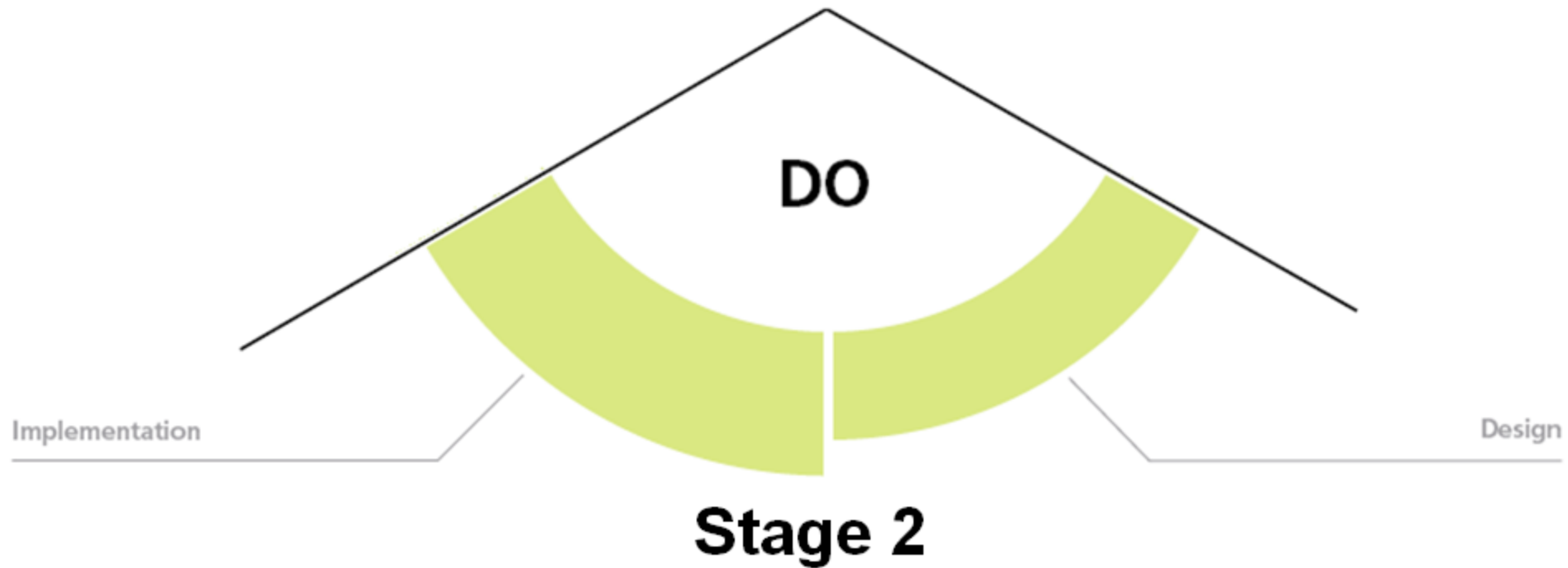


The NTA Learning Framework Model

Stage 1



The NTA Learning Framework Model



The NTA Learning Framework Model

Evaluate the organisational and learner benefits

Stage 3

Measure the level of performance achieved

REVIEW

Planning your entry

- Read the [entry guidance](#)
- Identify the story you want to tell
- What are the benefits to the organisation?
- Are these benefits a direct result of the training?
- Identify what evidence you have to support your success

Planning your entry

Can you clearly show that your learning and development programme makes a difference to the people and to the organisation?

Evidence of:

- Bottom line business benefit(s) to organisation
- Linkage of benefits to organisational goals
- Fulfilment of the organisation learning and development needs
- Changes to the learners performance/behaviours
- Cost effectiveness (figures required)
- Details of the actual learning

Writing your entry

- Make your story inspirational
- Avoid using Jargon and industry specific terms
- Be precise, factual and specific. Give dates and costs when appropriate
- Use relevant diagrams, tables, bullet points and graphs for conveying facts (the words in these are included in the word count)
- Draft and refine your entry – get feedback from ‘critical friends’
- Ensure you have included all the information as highlighted in the entry guidance booklet.
- Stick to the word limit in each section

Gather the evidence

Examples of evidence could include:

- Statistical Evidence
- Formal recorded evidence (appraisals, inspection reports)
- Survey evidence
- Details of qualifications or awards
- Quotations from participants involved
- Supporting case study where appropriate

Activity

- Individually, spend 10 minutes thinking about your potential entry
- Think about the story you want to tell
- What are the benefits attributable to the training?
- Highlight the evidence available to you

Your entry

Initial check by admin team



Assessment of entries



Detailed feedback provided

SUCCESSFUL

UNSUCCESSFUL



Regional Entry Review Panel
Onsite visits (in some circumstances)



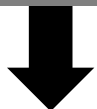
Regional Judging Panel



Detailed feedback provided

SUCCESSFUL

UNSUCCESSFUL



NTA Winner of the Year Judging Panel



Detailed feedback provided

The awarding process



**NTA
Winners
of the Year (total of 4)**

Winners of the year. One in each category, the best of the best, chosen by a panel of expert Judges

National Training Awards Winners

A maximum of one awarded per category in each region. Selected by the Regional Judging Panel, following Entry Review Panel

Regional celebrations

- The National Training Award winners will be presented with the Award at their workplace, giving them the opportunity to:
 - Host a celebration of their training success internally – involving staff at all levels
 - Showcase the training achievement to customers and suppliers
 - Invite local media to cover the event
 - Invite local councilor and MP to join in celebrations
 - Combine the celebrations with an opportunity to “Have a Go”

** Small grants are available to assist with celebrations*

Winner of the Year ceremony

WorldSkills London 2011: 5 – 8 October 2011

- To host NTA Winner of the Year Ceremony

Significant opportunities for winners:

- Chance to exhibit at the event
- Free passes to the event
- Host a 'Have a Go' skill





National Training Awards 2010

[Winner of the Year Ceremony 2010 Video](#)

2011 timetable

KEY DATE	ACTIVITY
March to April	NTA Information Seminars
Friday 27 May, 5pm	Deadline for entries
May – June	Assessment and Moderation
July	Entry Review Panels and Regional Judging Panels
September	NTA Winner of the Year Judging Panel
Wednesday 5 October	NTA Winner of the Year Ceremony

Further support

- NTA website www.nationaltrainingawards.com provides more information including the entry form and guidance notes to download, plus hints and tips
- Visit the [case study databank](#) on the NTA website to view detailed examples of previous winners
- Contact the helpline for any further assistance.
T 0800 0191 475
E info@nationaltrainingawards.com

National Training Awards

Deadline for entries:
5pm, Friday 27 May 2011

You can enter online at
www.nationaltrainingawards.com/enter
by **email** or by post