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# National Training Awards 2010

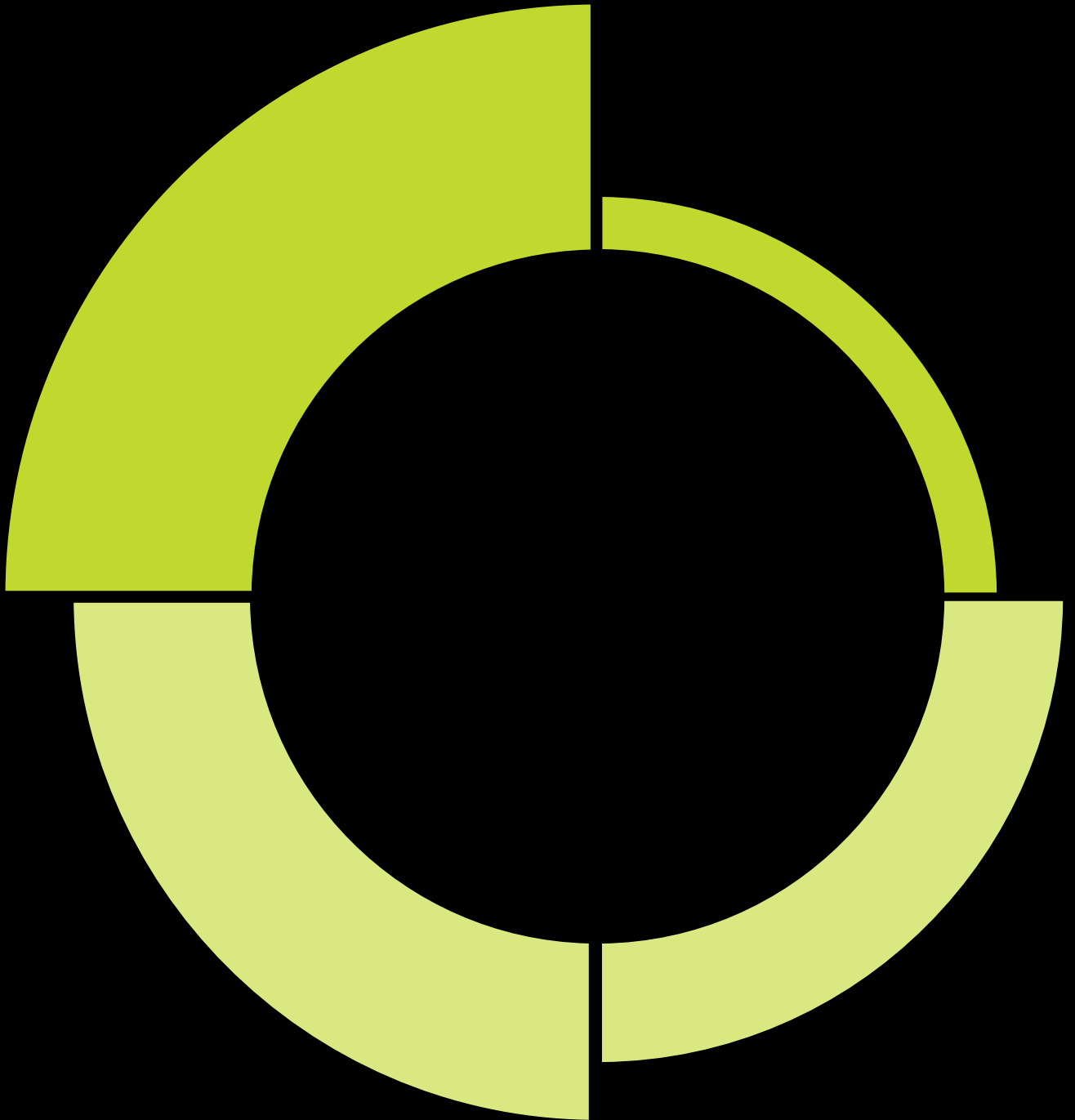
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## Entry guidance booklet for individual entrants

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The National Training Awards (NTAs) are the premier accolade for training and development in the UK and are run by UK Skills on behalf of the Department for Business, Innovation and Skills.

For over 20 years the Awards have highlighted the vast amount of excellent training going on in the UK. These Awards help to identify, celebrate and inform others about what is going on in the field of training. By doing this, the aim is to increase the amount and quality of training taking place, helping to achieve greater UK competitiveness, which is more important now than ever before.

Winning an Award can bring you national recognition and excellent external endorsement which can help raise your organisational or personal profile and promote the work you are doing.

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### 1 Small Employer category\*

### 2 Medium Employer category\*

### 3 Large Employer category\*

### 4 Providing Education and Training category\*

### 5 Partnership and Collaboration category\*

### 6 Now is the Time category\*

### 7 Individual category

\* This entry guidance booklet only covers the Individual category. If you are interested in entering in one of the six organisational categories, please download the separate entry guidance booklet for organisations available at: [www.nationaltrainingawards.com](http://www.nationaltrainingawards.com).

## Choosing the right category

There are seven Award categories in the National Training Awards as outlined below.

This entry guidance booklet covers the Individual category. If you are interested in entering in any of the other six organisational categories described below, please download the separate entry guidance booklet for organisations available at [www.nationaltrainingawards.com](http://www.nationaltrainingawards.com).

### 1. Large Employer category

(over 250 employees)

### 2. Medium Employer category

(50–249 employees)

### 3. Small Employer category

(up to 49 employees)

The three Employer categories seek to acknowledge and celebrate employers' commitment to training and development and how this is creating a positive impact and achieving success.

### 4. Providing Education and Training category

The Providing Education and Training category seeks to acknowledge and celebrate a provider's commitment to offering a quality training and development service to clients and showing how this is creating a positive impact and achieving client success.

### 5. Partnership and Collaboration category

The Partnership and Collaboration category aims to acknowledge and celebrate the positive impact and success created through the use of a collaborative approach to learning. This category is aimed at two or more organisations combining resources to work together on the development and delivery of the training.

### 6. Now is the Time category

The Now is the Time category is focused on recognising and celebrating excellent training which has effectively enabled an organisation to combat the effects of the global economic downturn and survive the recession.

### 7. Individual category

The Individual category covered in this guidance booklet seeks to acknowledge and celebrate an individual's commitment to training and development and how positive impact and success can be created through enhanced skills.

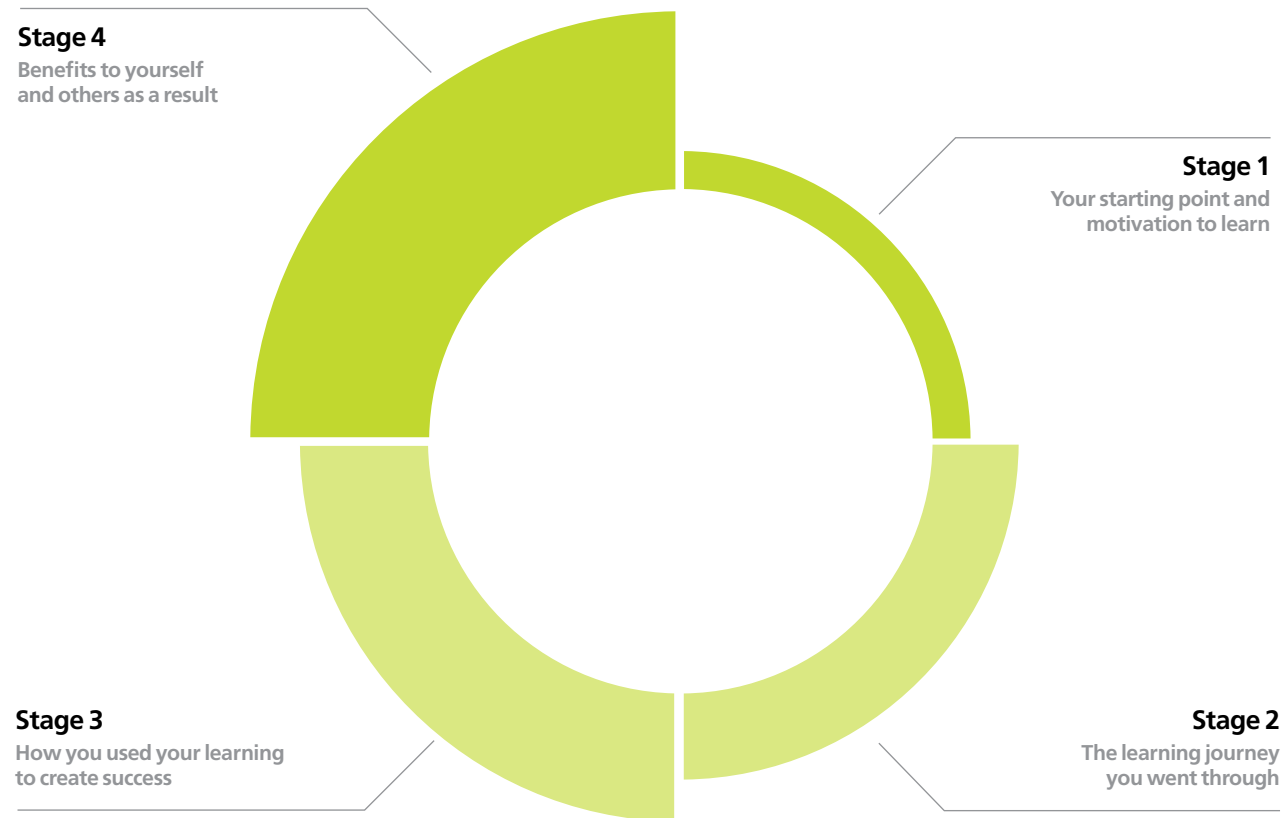
The learning described in these entries will have directly benefited others in the workplace, the community or the individual's personal life.

## Other recognitions

### London 2012 Olympic and Paralympic Games

UK Skills is hosting the WorldSkills Competition in London in 2011. The following year London is also hosting the Olympics and Paralympics. The skills needed to successfully prepare for and run these competitions are amongst those celebrated by UK Skills and the National Training Awards. So, if you are providing goods, services, facilities or training for the Olympics please tick the box on the entry form and if you are a finalist your involvement will be recognised at the Regional and National Awards Ceremonies.

For the last 24 years the National Training Awards have offered organisations and individuals a key evaluation tool in the form of the learning framework model below. This is based on widespread experience of personal development, excellent training and the processes that surround it, from the initial motivation and skills required, through the learning undertaken to the ultimate impact on the individuals and those around them. You may find it helpful to consider this model when completing your entry.



**The entry form for the Individual category is set out as follows:**

### Section A

About you

### Section B

Your story

**Question 1**

**Question 2**

**Question 3**

**Question 4** (Resubmissions only)

### Section C

Endorsement

You can download the entry forms and/or apply online at the NTA website:  
[www.nationaltrainingawards.com](http://www.nationaltrainingawards.com)

If you have any questions about putting together your entry please contact the NTA helpline:  
**T** 0800 0191 475  
**E** [info@nationaltrainingawards.com](mailto:info@nationaltrainingawards.com)

## Choosing your training story

The Judges are looking for you to tell them how your learning has made a real difference to you and to those around you. The most important parts of your entry should be the proven benefits to yourself and others arising from the learning.

## What kind of training can be entered?

The terms 'training' and 'learning' are used to describe all ways of developing your skills, both formally and informally, such as education, training, mentoring and shadowing.

### The need for evidence

To be considered for an Award, you will need to be able to put forward evidence of your achievements and the positive impact of your learning on your employer / the community or those in your personal life.

The sort of evidence the Judges are looking for includes:

- specific examples of your achievements
- qualifications and awards gained (and how these have been used)
- examples of how you have helped others through your learning.

### Check that your entry

- describes achievements that you are proud of
- clearly shows how you are putting your newly acquired skills into action
- has clear benefits to you, your employer and / or the community
- has evidence to support the achievements you describe.

The most important thing to remember when completing the entry form is to make sure that you provide enough information in each section. This needs to support any claims you make about the benefits of the learning. Judges are looking for clear links between the learning and the benefits to you, your employer and / or members of the community.

## Putting your entry together

### Section A

#### About you

In this section, you must give the Judges some important specific information about yourself and allocate a title for your entry (in no more than 15 words). This should summarise in one sentence the focus and context of your entry for the Judges, e.g. “from secretary to company director” or “managerial qualifications for manufacturing manager” etc.

Your NTA entry will be judged and celebrated on a regional basis. The region is allocated based on the postcode you provide on the front page of the entry form. If you would like your entry to be judged and celebrated in a different region you will need to select this on the entry form. The judging region should be where the most benefits of your learning are experienced. It is also where the Judges may be visiting you and other key people relevant to your entry.

The words you use in this section are not subject to a word count (except for the entry title), unlike in sections B and C.

### Section B

#### Your story

The questions in this section relate to the NTA Learning Framework model on page 4, and are designed to allow you to tell the Judges your story. You may find it helpful to work through this when you are preparing your entry.

## Section B Question 1

Please describe the learning journey that you have gone through to improve your skills and your reasons for doing this (up to 300 words).

This question relates to Stages 1 & 2 of the Learning Framework



#### You must include

- 1. Your skills before you started the learning, where you wanted to get to and why you thought learning would help you get there:**
  - What was your employment situation at the time?
  - What skills did you have?
  - Did you have a long term career goal?
- 2. Your actual learning, qualifications and skills gained, both formal and informal and how you chose the ways of learning that were best for you:**
  - Include details of both formal learning (programmes and qualifications) and informal learning (on the job, mentoring etc)
  - Did you consider different options or seek advice? What factors were involved in your decision, e.g. time, cost, flexibility, etc?
- 3. How you took responsibility for your own learning and any particular challenges you had to overcome:**
  - Did you have to fund your own learning or study in your own time?
  - How supportive was your employer and those around you?

## Section B Question 2

Please describe how you have applied your learning and your plans for future development (up to 300 words).

This question relates to Stage 3 of the Learning Framework



#### You must include

- 1. How your new skills impacted on your working and / or personal life and what you could do differently as a result:**
  - Describe the new skills you have gained
  - How has your confidence and outlook changed?
- 2. Any further opportunities that you have been able to take advantage of as a result of your learning (e.g. more responsibilities at work, promotions etc):**
  - These may be paid or voluntary opportunities
  - What have you been able to contribute to these roles as a direct result of your learning?
- 3. How your learning has influenced your future direction, what are your plans for the future?**
  - Have your future plans now gone beyond what you originally hoped to achieve?

## Section B

### Question 3

Please describe the benefits from your learning to your employer and / or the community and to yourself (up to 300 words).

This question relates to Stage 4 of the Learning Framework



#### You must include

- 1. The benefits to you (directly from your learning), such as career and personal development**
- 2. Actual examples of how others have benefited, directly or indirectly, e.g. your employer, colleagues, those in the community or your personal life. It is important to include as much evidence as possible, through clear examples, quotes and statistics as appropriate:**
  - How have your employer or clients (if applicable) benefitted from your learning?
  - Have you passed on your learning to others, for example, your colleagues?
  - Have others benefitted indirectly? For example, through voluntary work you have done.
- 3. How your success has matched or gone beyond your initial intentions**

## Section B

### Question 4

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

Please describe what has happened to you since your last entry and especially any further learning you have undertaken or completed. Any further benefits should be included e.g. promotions or additional impact on others.

## Section C

**Endorsement.**  
(up to 200 words).  
**All entries require an endorsement**

This is an opportunity for someone else to further describe the effects and benefits your learning has had on you and those around you. The person you choose to endorse your entry should be someone who knows you well enough to confirm the information contained within your entry. This should not be a member of your immediate family (parents, brothers and sisters, children, grandparents, aunts, uncles, any in-laws). Often your employer or a client can be a suitable endorser. Please note that Judges will wish to talk to your endorser if your entry progresses to an on-site visit.

## The assessment and judging process

The National Training Awards are highly respected and valued because of the rigorous and objective three stage judging process.

### Stage 1 – Assessment

First analysis to check entries meet the criteria.

### Stage 2 – Regional judging and on-site visits

Regional panels are held across the UK. Entries are debated and winners are awarded by a team of expert Judges. All potential winners will receive an on-site visit by the Judges to verify and further discuss the evidence described in the entry.

**Awards made at Regional judging: Regional Training Awards**  
(outstanding in the region)  
Unlimited amount can be awarded.

**UK National Training Awards**  
(exceptional in the region)  
A maximum of one awarded per category per region.

### Stage 3 – UK judging

An overall Winner of the Year is chosen in each category.

**Awards made at UK judging: Winners of the Year**  
(inspirational across the UK)  
One awarded per category  
(seven in total across the UK).

### Who are the NTA Judges?

The Judges are volunteers who have considerable experience and expertise in the world of learning and have excellent knowledge of the National Training Awards.

The Judges come from a variety of sectors and backgrounds – which is one of the reasons why you need to avoid using sector specific jargon.

Please visit the website: [www.nationaltrainingawards.com](http://www.nationaltrainingawards.com) for an NTA timetable including when all the judging, on-site visits and ceremonies will be taking place and a full breakdown of the judging and assessment process.

Please note that all NTA judging and assessment decisions are final. All entrants will receive written feedback on their entry but no discussion will be entered into around the final result unless there are associated legal implications.

## Entry rules and guidelines

### Eligibility

- To be eligible for the Awards, the main benefits from the learning must be seen in the UK, Channel Islands or Isle of Man.
- Vocational training for young people under the age of 18 is only eligible if significant employer or community impact can be demonstrated as a result of the training.
- Your entry will not be eligible if it goes over the word count in any section.

### Resubmission

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.

- Resubmissions are invited from previous Regional Training Award winners and non winners.
- UK National Training Award winners and Winners of the Year from within the last two years cannot resubmit the same entry within this time period.

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 higher level award then no award will be made.

If your entry is a resubmission, please indicate this on the entry form and give the year of entry and the result along with a summary of the progress made since the last submission.

### Documents

If you need more space when completing the entry form, please insert additional A4 sheets as necessary, but do not go over the word count. Please make sure that all charts are clear and in black and white, as your entry will be photocopied for the Judges. Photographs should not be included in the entry. If you are not submitting your entry online or by email, your hard copy entry should be loose pages, not bound, stapled or laminated, and should be typed if possible. If you write your entry by hand, it should be clearly written in black ink. Entries that are submitted by email or online must not exceed 3MB in size. Please check this before submitting as entries over this size will be automatically rejected.

### Word count

The word count applies to text used in sections B and C, each question of the entry form has a specific word count which must be adhered to and cannot be transferred to other sections of the form. Any text used in charts, tables or graphs will also be counted towards the word count for that question. Consider using abbreviated formats such as tables, bullet points and graphs for conveying facts and statistics. Please check your word count carefully. Be aware that Microsoft Word includes bullets and paragraph numbers as part of the word count but NTA does not.

## Further help and advice

### NTA on the web

Further advice and guidance on how to prepare your entry can be found at [www.nationaltrainingawards.com](http://www.nationaltrainingawards.com). You will see a range of tools such as a webcast, frequently asked questions and testimonials from past winners. You can also download entry forms from the site and submit your entry online.

### NTA information sessions

These are short free sessions held around the UK which offer an overview of the Awards with guidance on how to prepare an entry. They will also give you the opportunity to meet other entrants and talk to past winners about their experience. Check the website for dates and locations.

### NTA Helpline

This is a free-phone number for all potential entrants to answer your questions and provide information on putting together your entry. To book a place at an information session or for any other help and information call the NTA Helpline on 0800 0191 475, open from Monday to Friday 9am to 5pm.

### Detailed feedback

All entrants are provided with detailed written feedback to make sure the process of entering is really valuable to you. Many of our past entrants have used this feedback to improve their ongoing learning and evaluation processes and to shape future resubmissions to the Awards.

### Press and PR for winners and finalists

Each year, a publicity campaign is run to promote finalists and winners to local, regional, national, sector and business media. You may be referred to in press releases unless you state otherwise. As part of these campaigns, case studies are also produced on each entry that is sent to the media.

If you become a finalist, you will be asked to approve the case study before it is issued. As with any publicity campaign, it cannot be guaranteed how much publicity you will get. Some finalists and winners like to increase their chances of getting publicity by contacting their local/regional media directly. NTA can provide you with press releases, press lists and PR advice.

### Training Databank

[www.trainingdatabank.com](http://www.trainingdatabank.com)

The Training Databank is a website resource for people wanting to know about training best practice. It contains in-depth case studies on past National Training Award winners.

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## Sending in your entry

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### Deadline

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

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**You can enter the Awards  
in the following ways**

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**Online** [www.nationaltrainingawards.com](http://www.nationaltrainingawards.com)  
**Email** [entries@nationaltrainingawards.com](mailto:entries@nationaltrainingawards.com)  
**Post** National Training Awards  
Blaenige  
Blaen-y-Coed Road  
Carmarthen  
Wales SA33 6EL

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Entries cannot be submitted by fax.

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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

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