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**National Training  
Awards 2010**

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**Employer  
(Large, Medium and Small)  
Providing Education and Training  
Entry form**

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Categories 1–4





## Which NTA category are you entering into?

If you are unsure which category is most suitable for your entry, please refer to the entry guidance booklet. Please mark 1 box only.

- Large Employer (over 250 employees)
- Medium Employer (50-249 employees)
- Small Employer (up to 49 employees)
- Providing Education and Training

## Section A: About your organisation

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  | <input type="checkbox"/> | Scotland               | <input type="checkbox"/> |
| East Midlands    | <input type="checkbox"/> | South East             | <input type="checkbox"/> |
| London           | <input type="checkbox"/> | South West             | <input type="checkbox"/> |
| North East       | <input type="checkbox"/> | Wales                  | <input type="checkbox"/> |
| Northern Ireland | <input type="checkbox"/> | West Midlands          | <input type="checkbox"/> |
| North West       | <input type="checkbox"/> | Yorkshire & The Humber | <input type="checkbox"/> |

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

### 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)

### For the Broadcasting industry only

If you are in the broadcasting industry, please choose if you would like to be judged and celebrated regionally or in the broadcasting sector (England only).

Regionally  Broadcasting sector

(For more information about the broadcasting sector entry route contact the helpline on 0800 0191 475.)

Office use


**You should use this form if you are entering one of the Large, Medium or Small Employer or the Providing Education and Training categories.**

**If you are entering the Individual, Partnership and Collaboration or the Now is the Time 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.

## 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 organisational and / or community needs which motivated this training and the skills your trainees needed to develop (up to 350 words).**

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

1. The organisational / community need for the training
2. The position before the training, e.g. organisational / client performance or community need
3. What you planned to achieve, the targets set for improvement and how you planned to measure your success.

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

1. A description of the trainees including; the number involved, their position (performance / behaviour) prior to the training, why and how they were chosen
2. The specific changes in trainee performance you expected to see as a result, the targets set for learner performance and how you planned to measure progress.

**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 programme and how you made the best use of resources (up to 350 words).**

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

1. The programme content and design, the learning approaches chosen and why
2. How this design was tailored to meet the needs of the trainees (and clients for Providing Education & Training entries).

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

1. How the programme was delivered, by whom, to how many trainees and in what timeframe
2. How closely the delivery matched the initial plans and if there were any unexpected challenges to be overcome
3. The number of trainees successfully completing each programme, how many non-completers there were and how they were supported
4. A **full cost breakdown** including (as appropriate):
  - training materials, venues, delivery staff (fees or salaries), cost of taking trainees away from the workplace and any funding or external support received.

**Please type in the box below.**

**Section C, Question 2: word count**

## Section C: Question 3

Office use


**Please describe the learner achievements as well as the direct benefits from the training on the organisation and / or the community (up to 400 words).**

You **must** include (stage 5 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 this met your initial expectations and targets set
3. How improved learner performance will be maintained and evaluated.

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

1. Actual examples of the direct benefits from the training to the organisation and / or community and the trainees. An evaluation of how well this met the needs and targets identified at the outset. Include performance improvement statistics and examples of the benefits gained
2. An evaluation of the value for money provided by the programme (a comparison of the benefits described above weighed against the costs of the programme given in Question 2)
3. How the positive impact on the organisation and / or the community will be maintained and how learning will be used to ensure further development in the future.

**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 (Employer entries) or your client organisation (Providers of Education and Training) 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:

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Organisation:

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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

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Telephone

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Email

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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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## 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.

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**Submitted by:**

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

Position: \_\_\_\_\_

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

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Supporters



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