
National Training
Awards 2010



Individual
Entry form

Category 7



Section A: About you

Office use

Your title

First name

Surname

Please ensure this name is correct, as it will be used on all PR and event-related material.

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

Scotland

East Midlands

South East

London

South West

North East

Wales

Northern Ireland

West Midlands

North West

Yorkshire & The Humber

Have you accessed 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)*

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

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

Direct-mail letter or leaflet

Telemarketing

Local press

National press

Business or trade publication

NTA website

Other organisation's website

Investors in People

Word of mouth

Ezine

Did you go to one of our information sessions in 2010?

If 'Yes', please tell us where

Yes

No

You should use this form if you are entering the Individual category.

If you are entering the Large, Medium or Small Employer, Providing Education and Training, 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.

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

Section B: Question 1

Office use

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

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
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
3. How you took responsibility for your own learning and any particular challenges you had to overcome.

Please type in the box below.

Section B, Question 1: word count

Section B: Question 2

Office use

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

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
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)
3. How your learning has influenced your future direction, what are your plans for the future?

Please type in the box below.

Section B, Question 2: word count

Section B: Question 3

Office use

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

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
3. How your success has matched or exceeded your initial intentions.

Please type in the box below.

Section B, Question 3: word count

Section B: Question 4 - 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 B, Question 4: word count

Section C: Endorsement

Office use

Notes for Endorser (up to 200 words).

- Please comment on the accuracy of the information in this entry
- How well do you know the learner and in what context?
- What benefits has the person's learning had to you, your organisation or others?
Give details and facts where possible
- What is significant about the 'distance travelled' by this individual (please note that 'distance' can include increase in skills, contribution, qualifications, career or personal development)?
- Can you give examples of how this person has shown initiative, enterprise and commitment?
- How do you feel this story could inspire others?

Your name (including title)

Organisation

Position in organisation

Telephone

Email

Your comments

Section C: word count



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



INVESTOR IN PEOPLE



CROWNE PLAZA
HOTELS & RESORTS

Brought to you by

