

South West Skills Awards 2009 Application Form



Leading learning and skills

About the nominee – please fill out all the applicable boxes

Name	Job Title (if applicable)
Employer (if applicable) How many staff does your organisation employ?	Telephone Mobile
Address	Email
	Skills Broker (if applicable)

About your Learning Provider/Employer and/or College – please fill out all boxes that are applicable to the nominee

Learning Provider: Name Address Contact details	College: Name Address Contact details
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Nominee's Manager: Name Contact details	Address
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Training

When did you / your company begin training?

Sending in your entry


Closing date for entries is the **27th February 2009**. Please complete a separate application form for each nomination.

On completion of the application form please send it via post to:

South West Skills Awards Team, c/o JBP, 6 Whiteladies Road, Clifton, Bristol, BS8 1PD
or email it to **skillsawards@jbp.co.uk**

Award categories

Please tick the box of the category which is relevant to the nomination

- 1. Achieving Skills for Life in the South West**
– gaining a qualification is a big milestone for people who have struggled with English reading, writing and numeracy skills for whatever reason. This category seeks to recognise an individual, irrespective of age, who has greatly improved their English reading, writing and numeracy skills through an LSC funded course, which began on, or after April 2004.
In particular, judges are interested in entrants that can show true commitment to their own development and progression through learning, and someone who has overcome obstacles and barriers in learning or at work.
- 2. Inspiring Others To Learn in the South West**
– this award will acknowledge and celebrate an individual who is passionate about life long learning and has gone out of their way to encourage others to learn. Judges are looking for inspirational stories of people who are dedicated not only to teaching but also to inspiring others to learn whether they work for a school, college, training provider, or community organisation in the South West. Nominations for colleagues are welcomed providing you have their consent.
- 3. Learning Against the Odds**
– judges are looking for an exceptional learner who has overcome obstacles (personal or professional) to reach their goals. The category will recognise outstanding examples of learning achievement by individuals facing difficult or adverse circumstances.
- 4. South West Learner of the Year – sponsored by **
– this award will recognise the achievements of an adult learner (aged 19 and over) working towards a level 2 or 3 qualification. Learning as an adult and juggling the demands of work, home and family life can be challenging. Judges will be looking for outstanding examples of individuals who have achieved their qualification in the workplace through their employer or as an individual through their own motivation and determination.
- 5. Train to Gain Employer of the Year**
– this award recognises an organisation which has undertaken training and can demonstrate the true benefits of workforce development to its business. Judges will be looking for outstanding examples from organisations where employees have achieved qualifications as part of their training-plan, where training is part of their business strategy or delivered through a planned training programme (identified through the support of a Skills Broker) and for the first time have seen the benefits that it can bring to their organisation.
The award will recognise small (up to 50 employees) medium (up to 100 employees) and large businesses (100+ employees).
- 6. Skills Pledge Employer of the Year**
– this award recognises an organisation that best demonstrates what can be achieved by developing the proficiency of their employees. The organisation will have made efforts to ensure that their staff are skilled, competent and qualified to make a full contribution to the success of their company. You will be able to show the Judges that you have identified training of real, practical value to your company. You will be able to show how you have supported your employees as they gain the skills to make your business grow and succeed. The company will be asked to illustrate the impact that investing in the skills of your employees has had on the individuals and on the productivity of your business.

7. Success in Leadership and Management

- the 'Leadership and Management' project focuses on improving the management and leadership skills of South West managers, employers and owners of Small and Medium size Enterprises (SMEs). This award will recognise an organisation that has undertaken a step change in development activity within their leadership and management following their involvement in the project. Judges will be looking for innovation and impact with regards to leadership and management skills, which prove effective and sustainable in the development of an organisation.

8. Third Sector Employer of the Year – sponsored by



- the effectiveness of services provided by a third sector organisation depends critically on the skills of its workforce. This award recognises the achievements of a third sector organisation that has placed the development of the skills of its paid workers and volunteers at the centre of its organisational strategy. Judges will be looking for exemplary examples where the training needs of paid staff and volunteers are identified and met in a planned and systematic way; skills development links to national standards and/or qualifications where appropriate; and the quality and effectiveness of service delivery has improved as a result of the skills development strategy.

1. Achieving Skills for Life in the South West

Using the space below please explain how you, your nominee or your organisation meets the criteria for the chosen category by answering the questions below. The information in this statement will be used as part of the decision making process.

- Which LSC funded courses have helped you improve your English reading, writing and numeracy skills since April 2006 and how have they helped you to achieve?
- What qualifications have you achieved during this time?
- Please give examples of the ways in which you have successfully overcome obstacles or barriers in learning or at work to achieve and exceed expectations.
- What difference has this learning made to your life?

2. Inspiring Others to Learn in the South West

Using the space below please explain how you, your nominee or your organisation meets the criteria for the chosen category by answering the questions below. The information in this statement will be used as part of the decision making process.

- What is your background and how have you encouraged others into learning and training?
- Can you provide specific examples that demonstrate your commitment to personal development and progression through learning?
- Can you explain how you have inspired and motivated others to learn?

3. Learning Against the Odds

Using the space below please explain how you, your nominee or your organisation meets the criteria for the chosen category by answering the questions below. The information in this statement will be used as part of the decision making process.

- What is your background and what qualifications do you have?
- How have you overcome obstacles, achieved great feats and developed through training or learning?
- Can you provide specific examples of how you can demonstrate your commitment to personal development and progression through learning?
- What difference has the learning made to you?

4. South West Learner of the Year – sponsored by

Using the space below please explain how you, your nominee or your organisation meets the criteria for the chosen category by answering the questions below. The information in this statement will be used as part of the decision making process.

- What is your background and what qualifications do you have?
- What have you achieved and what difference has it made to your life and role in the workplace?
- What were the obstacles you had to overcome to succeed and how have you developed through training or learning?
- Can you provide specific examples of how you can demonstrate your commitment to personal development and progression through learning?

5. Train to Gain Employer of the Year: Please tick box

- Train to Gain Small Employer of the Year (Up to 50 employees)**
- Train to Gain Medium Employer of the Year (Up to 100 employees)**
- Train to Gain Large Employer of the Year (100+ employees)**

Using the space below please explain how you, your nominee or your organisation meets the criteria for the chosen category by answering the questions below. The information in this statement will be used as part of the decision making process.

- Please describe whether you accessed the service via a Skills Broker, a Training Provider or in another way. How did you work together to implement Train to Gain?
- What training has your organisation undertaken and why?
- How was it successful - which qualifications were achieved?
- How has your organisation benefited from developing its workforce in terms of motivation, confidence and staff retention?
- What are the results of the training for the employees as individuals and the organisation?
- Please describe some specific examples of the benefits your organisation has achieved in using the Train to Gain service? For example, have you been able to identify business growth, improved customer relationships or increased productivity.
- Has your organisation used any other training resources/business initiatives as a result of using the Train to Gain service? For example, Leadership and Management development, Investors in People or further advice from Business Link.

6. Skills Pledge Employer of the Year

Using the space below please explain how you, your nominee or your organisation meets the criteria for the chosen category by answering the questions below. The information in this statement will be used as part of the decision making process.

- Please provide details about how you made the Skills Pledge? Did you access the Skills Pledge via the Brokerage, On-line, the Help line or via another source?
- Describe how you have implemented your Skills Pledge action plan?
- What sort of staff development initiatives has this resulted in?
- Describe what other training resources/business advice you have accessed as a result of making the Skills Pledge?
- Please illustrate any examples where making the Skills Pledge has supported the development of individual employees or teams?
- How has making the Skills Pledge benefited your organisation in terms of employee productivity, motivation, confidence and staff retention?
- As a result of committing to the Skills Pledge, have you made any changes at an organisational level which will shape the direction of the company differently?

7. Success in Leadership and Management

Using the space below please explain how you, your nominee or your organisation meets the criteria for the chosen category by answering the questions below. The information in this statement will be used as part of the decision making process.

- What Leadership and Management development activity has your organisation undertaken and why?
- Was it successful – what was achieved?
- Describe your experience in gaining access to the programme, effectiveness of the assessment and appropriateness of the solution; any barriers and how these were challenged.
- What effect has the development activity had on the performance of your organisation and on individual participants?
- How will the investment in Leadership and Management be sustained within the organisation?
- What have been the outcomes/benefits of taking up the service?

8. Third Sector Employer of the Year – sponsored by



Using the space below please explain how you, your nominee or your organisation meets the criteria for the chosen category by answering the questions below. The information in this statement will be used as part of the decision making process.

- How successful was the training for the employee/volunteer – e.g. which qualifications were achieved, in what way did the training and development increase your organisation's skill base, what models of delivery were used to support individual learning styles, individual employer needs, how did the organisation develop programmes of support to encompass the diverse needs of the Third Sector, how did the organisation contribute to the delivery of the LSC's national targets?
- How did your organisation engage with the development activity available from providers and/or did your organisation need to develop your own programmes?

What will it mean for you to win?

Checklist

Use this checklist once you have completed your South West Skills Awards Entry Form.

Please check boxes:

- Have you answered all the questions as thoroughly as possible?
- Have you included a daytime telephone number and your address?
- Have you ticked the award category you wish to be nominated for?
- Have you checked the names of entrants are spelt correctly?
- Have you included one application form for each award entry?

Conditions:

The training/learning must be undertaken within the LSC South West Region which includes: Gloucestershire, Dorset, Devon, Cornwall, Wiltshire, Somerset, Bristol and Bath & North East Somerset.

To qualify for the South West Apprentice of the Year, and South West Employer of the Year please enter the National Apprenticeship Awards via www.apprenticeships.org.uk. The closing date for entries is February 27th 2009.

Apprenticeship Awards:

- Young Apprentice of the Year – sponsored by
- Apprentice of the Year
- Advanced Apprentice of the Year
- Micro Employer of the Year – 1 to 9 employees
- Small Employer of the Year – 10 to 49 employees
- Medium Employer of the Year – 50 to 249 employees
- Large Employer of the Year – 250 to 4999 employees
- Macro Employer of the year – 5000+ employees



Rolls-Royce

Please note:

All information will be treated in the strictest of confidence.

Please remember to sign your entry form below.

The closing date for entries is February 27th 2009, if you are successful you will be notified at the end of March and the award ceremony will take place on 27th April in Exeter.

On completion of the application form please send it via post to:

South West Skills Awards Team, c/o JBP, 6 Whiteladies Road, Clifton, Bristol, BS8 1PD
or email it to skillsawards@jbp.co.uk

I confirm that all the information given in support of this entry is correct and I understand that if this entry is selected as a finalist, information contained in the statement I have made may be used at the awards evening and subsequent publicity by the awards organisers (Learning and Skills Council). This may include my name, photograph and information included in this form.

Signature:

Date:

Please note personal data will only be used for the purposes of the organisation of the awards and nothing else.