

South West Skills Awards 2008 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

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
Nominee's Manager: Name Contact details	Address

Training

When did you / your company begin training?

Sending in your entry

Closing date for entries is the **29th February 2008. 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 providers, 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

– 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 a company which has undertaken training within their organisation 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 100 employees) and large businesses (100+ employees).

Award categories continued

- 6. 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.

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 2004 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

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

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 training has your organisation undertaken and why?
- How was it successful - which qualifications were achieved?
- How has your organisation benefited from developing its workforce and what are the real benefits you can see?
- What are the results of the training for the employees as individuals and the organisation?
- Did your company use the Train to Gain service?
- What have been the outcomes/benefits of taking up the service?

6. 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 - which qualifications were 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?

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 only 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, South West Employer of the Year and South West Personal Achiever of the Year please enter the National Apprenticeship Awards via www.apprenticeships.org.uk. The closing date for entries is February 29th 2008.

Apprenticeship Awards:

- Young Apprentice of the Year
- Apprentice of the Year
- Advanced Apprentice of the Year
- Personal Achiever 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+ employees

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 29th 2008, if you are successful you will be notified at the end of March and the award ceremony will take place on 24th April in Exeter.

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.