



NP Group



## Excellence in Training Award 2011

### Rules of Entry

1. The award is open to Guernsey-based companies of any size operating within the Bailiwick.
2. A company may make more than one entry but each entry must be for a different training programme or initiative.
3. Companies must be able to demonstrate that their training programme has been successfully implemented within at least a specific part of their organisation and been operational for a period of at least twelve months.
4. Companies will also be judged on their effectiveness in engendering a learning culture throughout the organisation and providing clear evidence to support this.
5. The application must be written in the form of an Executive Summary and should cover the following points:
  - Why the programme was developed.
  - Examples of the input and commitment of senior management.
  - How training needs are identified and linked to performance management within the organisation.
  - How decisions are taken to resource the training needs and why particular actions are taken.
  - Clear evidence of how training is evaluated at the individual, team and organisational level. Particular emphasis should be placed on providing evidence to support how the development adds value to the business and improves its performance
  - Evidence that training and development is linked to the business objectives of the organisation.
  - **The application should not exceed 2,000 words and may be supported by a small amount of relevant printed company literature. Submissions in excess of this will not be considered.**



6. Entries should be submitted by the person responsible for the training function and countersigned by the most senior person in the organisation.
7. Shortlisted applicants will meet with the panel and will be expected to make a short presentation; the panel will also wish to meet with people who have undertaken the training.
8. The judges' decision will be final and the judges will not enter into any correspondence or discussion regarding the results.
9. **The Award will be presented at the Awards Ceremony on Thursday 9 February 2012.**

Your completed application form should be returned to

**GTA University Centre, Richmond House, St Ann's Place, St Peter Port GY1 2NU**

Closing date for entries is **Tuesday 20 December 2011.**

*For further information please email [kate.lenfestey@gta.gg](mailto:kate.lenfestey@gta.gg)*

### ASSESSMENT CRITERIA

Each entry must meet the Rules of Entry and will also be judged against the following criteria:

#### **COMMITMENT**

- Clear evidence of senior management supporting the development of people.

#### **PLANNING**

- The organisation has clear priorities which link the development of people to its aims and objectives
- Identification of training needs as part of performance management.

#### **ACTION**

- Evidence of how training needs are identified
- Managers have the knowledge and skills they need to develop their people and are aware of the resources available to meet identified needs
- People understand why they have undertaken development activities and what they are expected to do as a result.

#### **EVALUATION**

- People can give examples of what they have learned from the development activities
- The organisation can show that the development of people has improved the performance of the organisation.



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<b>COMPANY NAME:</b>
<b>ADDRESS:</b>
<b>TELEPHONE NUMBER:</b>
<b>DESCRIBE THE PRINCIPAL BUSINESS ACTIVITY AT YOUR COMPANY:</b>
<b>TOTAL NUMBER OF EMPLOYEES IN GUERNSEY COMPANY:</b>
<b>NUMBER OF EMPLOYEES IN YOUR TRAINING PROGRAMME:</b>
<b>PERIOD OVER WHICH TRAINING HAS BEEN IMPLEMENTED:</b>
<b>CONTACT NAME AND TITLE:</b>
<b>NAME OF SUPPORTING DIRECTOR WITH TITLE AND SIGNATURE:</b>



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Please provide an **EXECUTIVE SUMMARY** of your company training programme:

*Please feel free to attach a document or use extra paper, as long as they are clearly marked.*

COMPLETED APPLICATIONS SHOULD BE RETURNED  
By Tuesday 20 December 2011:

GTA University Centre, Richmond House, St Ann's Place,  
St Peter Port GY1 2NU  
email: [kate.lenfestey@gta.gg](mailto:kate.lenfestey@gta.gg)