

## Excellence in Education and Training - Application Form

This award is for those who can demonstrate a positive and progressive approach to training and developing staff.

Entrants will be assessed on the outcomes of their training initiatives, as well as the innovation shown in developing new training methods and the time allocated to training. Judges will also be looking for strong leadership and commitment to training, as well as evidence of an embedded culture of training.

This award highlights overall business performance in training, rather than one specific project or initiative, although examples of these should be included to support your entry.

Please note your document should be no more than 10 pages (5 double sided sheets) and 2000 words max (including your 250 word summary). If you wish, you may include an appendix of 4 further pages of visuals or photos that you think may be relevant to your entry. **3 Copies of all material must be submitted by post to CMG, Block C, Apex Building, Blackthorn Road, Sandyford, D18 H7R8**

Summary	In no more than 250 words summarise why your company deserves to win this award in 2022.
Ongoing Commitment to Training	Demonstration of an ongoing commitment to training, at all levels of the organisation.
Training Plan / Initiatives	Time allocated to training, Clear aims, objectives, outcomes, and evidence that it is linked to the organisation's business plan.
Innovation	Innovation in training methods, integrated feedback system, development of soft skills, microlearning and technical skills
Partnerships	Provide evidence of your company's approach to partnering with outside companies to develop and deliver your strategy.
Recruitment and Retention	Creating employment opportunities to progress their careers through learning and development.
Business Development	What strategic steps has your company taken to sustain or develop your learning and development strategy for the next 12 months

## Essential tips for a successful entry

A successful application must address all of the points above. Marks will be allocated only on the evidence provided.

Use the above headings shown to highlight your answers to those specific questions. DO NOT include company marketing brochures in your entry.

Include information on your exceptional successes during the year such as business systems, innovations or techniques that have reaped significant benefits. Concentrate on facts that can be substantiated

You can use bullet points, charts and photographs in your submission. 4 extra pages (in addition to the original 10 pages) of charts and photographs, which are particularly important for the judges to be able to see your projects or innovations, can be included.

Don't underestimate the presentation! – the better impression you make with the judges could improve your chances in a tight race. Please remember that **ONLY THE FIRST 10 PAGES** of core information (and the 4 pages of visuals/photographs of supporting material that you may have provided as an appendix) of your submission will be assessed.

## Application (please complete in block capitals)

Contact Name	
Job Title	
Company Name	
Address	
Telephone	
Email	
Tax Registration No.	

NB. This form must be signed by a Director, Chairman or Chief Executive of your organisation

Date	
Signed	
Name in Caps	
Job Title	

### Client References

Please fill in details of at least one client we can contact in relation to this project

#### Client Reference 1

Client Company Name	
Client Contact Name	
Client Phone Number	

#### Client Reference 2

Client Company Name	
Client Contact Name	
Client Phone Number	

### Checklist

- ☐ Have you filled in your contact details on the entry form?
- ☐ Have you filled out the relevant form and/or provided evidence (photographic or other) where appropriate?
- ☐ Have you provided three unbound copies of all entry material including the completed entry form