



## Best in Education, Learning & Development

This category will be judged upon each applicant's (2000 word max) entry statement. 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 continued performance in training, rather than one specific project or initiative, although examples of these should be included to support your entry.

Please note that your document should be **no more than 2000 words in total, which includes your 250 word summary**. You may additionally include attachments (visuals, photos, charts, etc) that you think would help your application.

1. Summary	In no more than 250 words summarise why your organisation deserves to win this award.
2. Ongoing commitment to training	Demonstration of an ongoing commitment to training, at all levels of the organisation.
3. Training Plan / Initiatives	Time allocated to training, Clear aims, objectives, outcomes, and evidence that it is linked to the organisation's long term plan.
4. Innovation	Innovation in training methods, integrated feedback system, development of soft skills, microlearning and technical skills
5. Partnerships	Provide evidence of your company's approach to partnering with outside organisations to develop and deliver your strategy.
6. Recruitment and Retention	Creating employment opportunities to progress their careers through learning and development.
6. Service User Feedback	Please give details of service user feedback to strengthen your application.

## Essential tips for a successful entry

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

Use the headings shown to highlight your answers to those specific questions. Include information on your exceptional successes during the year such as systems, innovations or techniques that have reaped significant benefits.

**Concentrate on facts that can be substantiated.** Attachments can be included, which are particularly important for the judges to be able to see your successes or innovations.

Please remember that **ONLY THE FIRST 2000 words** of core information (and supporting material that you may have provided) of your submission will be assessed