

National Training Awards Information Seminar 2011 – ‘How to construct a winning entry’

What should you expect from the session?

Areas to be covered

- Background to the National Training Awards
- Get started on constructing your entry
- Hints and tips from a 2010 National Training Award winner
- Guidance on what the Judges are looking for
- Additional support available

Things to do before the session

Read the materials in the introduction pack,

- NTA Entry Guidance booklet – *detailed guidance to walk you through the entry process*
- NTA Entry form – *have a look through the form to help you to start thinking about your submission*

Questions frequently asked by delegates...

You should find the answers to all these and more in the materials enclosed and the seminar

1. Is it free to enter?

It is absolutely free of charge to enter the National Training Awards

2. Can I enter if my Investors in People accreditation is out of date

No, you must currently be accredited with Investors in People in order to be considered for a National Training Award. To enter in 2011, organisations must have been accredited or reaccredited with Investors in People after 31 October 2008.

3. What resources do I need to make available for my entry?

The main resource you should make available is time. You should also start preparing evidence to support your entry.

4. What kinds of entries have won in the past?

We have had winners from public, private and third party sectors as well as from small, medium and large organisations. So it is impossible to put a ‘type’ of entry.

5. What is the benefit of entering / winning?

By entering for a National Training Award you will be asked to evaluate the success of your training programme. Through the entry process you will receive thorough and constructive feedback from our Judges and Assessors, many of whom are senior industry professionals. Our winners have also gained real bottom line benefits as a result of winning. The PR and marketing opportunities available following on from their success help winners to promote themselves as an organisation committed to the true values of training and development. It has also helped winners to gain further success in securing business as a result.

Questions for you to consider beforehand...

1. Is there a specific training programme or initiative that you can identify clear and direct benefits from?
2. How would you prove to Judges that the training had real benefits for those involved and for the organisation or community?
3. How would you collect evidence to demonstrate your success?