



PRINCESS ROYAL  
TRAINING AWARDS

# PRINCESS ROYAL TRAINING AWARDS 2017 APPLICATION PLANNER



Delivered by

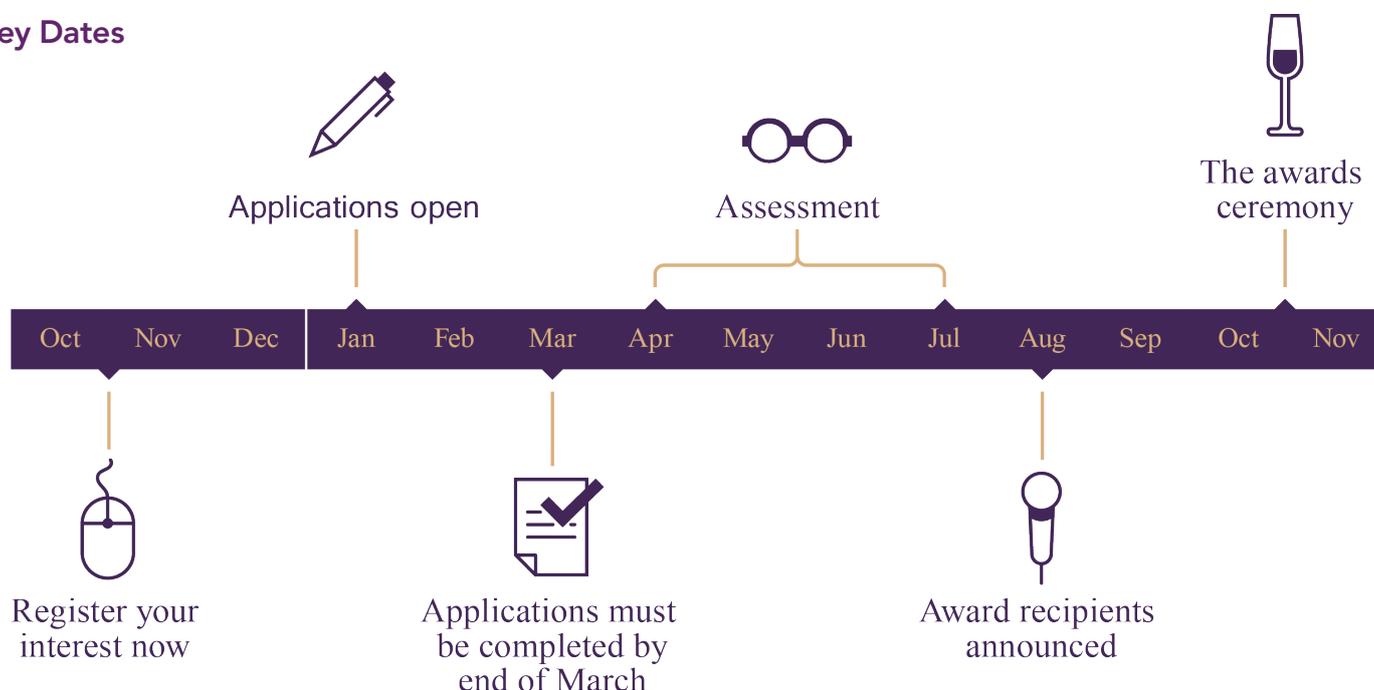
City & Guilds Group

## Plan your application

This application planner sets out all of the information required for each of the five sections of the Princess Royal Training Awards application, as well as the specific criteria against which your entry will be assessed. Each Hallmark has two sections. Before applying online, we recommend that you familiarise yourself with the various sections of the application and plan the content you are going to include for each section.

Your application is more likely to be successful if you provide supporting evidence for each of the three Hallmarks. Please note that the total evidence per Hallmark must not exceed one attachment of 2MB and be no more than 500 words.

## Key Dates



## We are here to help!

If you have any queries about what to include in your application or about the application process itself please get in touch by either emailing us on [help@princessroyaltrainingawards.com](mailto:help@princessroyaltrainingawards.com) or calling us on **07703 806 893** or **07710 096 000**

## Who should apply?

The Princess Royal Training Awards are open to UK organisations of all sizes and from all sectors, who can demonstrate how their learning and development programme fulfils three standards of excellence – the Hallmarks

## How to apply?

It is free to apply and applications can be made online between 3 January and 31 March 2017.

# 1

## The First Hallmark: Training/learning and development is integral to business performance

### Part 1: A strategic approach

Please describe the context of your programme. You should explain:

- The purpose and vision of your organisation.
- The specific business need or opportunity that, through this training/learning and development programme you were seeking to address.
- The specific aims and measurable objectives of the training/learning and development programme.
- Your organisation's overall approach and commitment to training/learning and development.

**For this section, you are allowed a maximum of 300 words.**



#### Criteria

- 1.1 The need for training/learning and development has been identified and supports the organisation's strategy for improvement.
- 1.2 Providing the aims and objectives of the programme and those of the organisation.
- 1.3 There is a clear commitment from all levels of management to training/learning and development.
- 1.4 Training/learning and development is managed strategically to meet the organisation's needs.

**Each of the above criteria is worth 5 points.**



#### Evidence

**Examples of supporting evidence may include:**

- Key and concise extracts from business plans, training/learning and development strategy papers and any reports which will help assessors to understand the organisational context.
- Performance figures showing: turnover, sales, service levels, engagement surveys etc. These will provide a business justification for the training/learning and development. Use charts or graphs where possible.
- Other initiatives showing that training/learning and development are embedded in the organisation's culture.
- Assessment or inspections by external bodies as well as relevant accreditations.

**Draft your response here.**

(Once completed, copy and paste your text onto the application form.) Maximum 300 words

# 1

## The First Hallmark: Training/learning and development is integral to business performance

### Part 2: Towards a sustainable learning culture

Describe how you encourage training/learning and development in your organisation.

**For this section, you are allowed a maximum of 200 words.**



#### Criteria

- 1.5 The organisation actively encourages training/learning and development, communicates effectively and motivates all employees to learn.
- 1.6 All employees clearly understand the importance of training/learning and development and how their training contributes to the success of the organisation.

**Each of the above criteria is worth 5 points.**



#### Evidence

Examples of supporting evidence may include:

- Brief testimonials from employees or their managers, as well as facts and figures which demonstrate the overall impact of training/learning and development.
- Summary data-tables showing numbers of trainees, qualifications completed (if applicable) and outcomes achieved.
- Abbreviated examples of individual training/learning and development plans.

**Draft your response here.**

(Once completed, copy and paste your text onto the application form.) Maximum 200 words

# 2

## The Second Hallmark:

The programme is designed and delivered efficiently and effectively

### Part 1: Planning and delivery

Please describe your programme, including details of:

- How you designed the training content, activities and methods and if you involved participants.
- How you used technology or other resources (if applicable).
- Any measures taken to enhance the learning experience.
- Anything distinctive, creative or innovative about the programme.
- How you evaluated the programme.

**For this section, you are allowed a maximum of 250 words**



#### Criteria

- 2.1 Learning is planned effectively and delivered by activities that are well-matched to the needs of individuals.
- 2.2 Technology and/or resources are used innovatively and efficiently.
- 2.3 The programme demonstrates that appropriate consideration has been given to equality, diversity and inclusion (EDI).\*
- 2.4 Evaluation has taken place and supports improvement in the quality of training.

**Each of the above criteria is worth 5 points.**

\* This year we are introducing an additional commendation for employers who have demonstrated a significant commitment to equality, diversity and inclusion (EDI). Special recognition will be given to organisations that reach the Princess Royal Training Awards standard and that demonstrate their commitment to EDI through their training/learning and development. Find out more on our website [www.princessroyaltrainingawards.com](http://www.princessroyaltrainingawards.com).



#### Evidence

**Examples of supporting evidence may include:**

- Facts and figures showing what happened and to whom (presented in tables or graphs), summaries of the programme content, a reference to individual training plans (if applicable), etc.
- Examples of particularly innovative activities that have enhanced the learning: activity/workshop scripts, role plays, blended learning, gamification, etc.
- Learning success rates, evaluation processes and outcomes and details of any measures for improvement.

**Draft your response here.**

(Once completed, copy and paste your text onto the application form.) Maximum 250 words

# 2

## The Second Hallmark: The programme is designed and delivered efficiently and effectively

### Part 2: Cost effectiveness

Please describe how you managed your resources, explaining:

- The return of investment.

And

- The overall investment of time, money and other resources.
- Whether the budget went according to plan.
- Any funding, grants or external support received.
- The cost per participant.

**For this section, you are allowed a maximum of 250 words**

**Draft your response here.**

(Once completed, copy and paste your text onto the application form.) Maximum 250 words



#### Criteria

- 2.5 The financial resources are considered to be cost effective in relation to the outcomes.
- 2.6 Time and other resources (if applicable) are considered to be cost effective in relation to the outcomes.

**Each of the above criteria is worth 5 points.**



#### Evidence

##### Examples of supporting evidence may include:

- Financial information to show how resources have been used efficiently to support the original aims (cost of training materials, training staff, travel and subsistence involved, any funding received, etc.).
- How much has been spent, to show that the cost of training/learning and development is justified and that there has been a return on investment.

NB. All information provided in the entry form is kept confidential.

Please note: total evidence allowed per Hallmark must not exceed one attachment of 2MB and no more than 500 words.

# 3

## The Third Hallmark:

The programme has an impact on the success of the organisation and its people

### Part 1: Impact on the organisation

Please describe the impact of the training/learning and development programme on your business performance explaining:

- How successful it was in achieving its aims and measurable objectives.
- If there have been any changes in the training/learning and development strategy as a result of the programme.
- Any additional benefits.

**For this section, you are allowed a maximum of 250 words.**



#### Criteria

- 3.1 The programme has an identifiable impact on improved business performance that can be measured quantitatively and/or qualitatively.
- 3.2 The programme has a sustainable impact on its people and their performance in the organisation.

**Each of the above criteria is worth 8 points.**



#### Evidence

**Examples of supporting evidence may include:**

- Data demonstrating improved organisational performance such as sales and profitability, improved market share, employee retention/attraction, improved products or services, reduced complaints.
- Surveys summary data demonstrating customer satisfaction and loyalty, increased brand awareness and/or reputation.
- Data demonstrating improved employee engagement and performance which is directly linked to the training provided.

**Draft your response here.**

(Once completed, copy and paste your text onto the application form.) Maximum 250 words

# 3

## The Third Hallmark:

The programme has an impact on the success of the organisation and its people

### Part 2: Impact on the individual

Please describe the impact of the programme on the capabilities and skills of individual participants.

**For this section, you are allowed a maximum of 250 words.**



#### Criteria

- 3.3 Implementation of the programme has improved individual performance.
- 3.4 Participants are involved in taking ownership of their learning and development needs.

**Each of the above criteria is worth 8 points.**



#### Evidence

##### Examples of supporting evidence may include:

- Testimonials from managers and senior managers to illustrate improved performance.
- Appraisals/performance management data which record levels of performance.
- Testimonials illustrating how training has met individual needs, what has been learnt and how it is being applied.
- Examples of how participants are now actively managing their own learning.
- Summaries of evaluation feedback from trainees.

#### **Draft your response here.**

(Once completed, copy and paste your text onto the application form.) Maximum 250 words

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# 4

## Sharing best practice: Identify what aspects of your programme other organisations could learn from or replicate.

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Assessors want to know how other organisations could benefit from the approach taken to the design, development and implementation of your programme.

***For this section, you are allowed a maximum of 200 words.***

***Draft your response here.***

(Once completed, copy and paste your text onto the application form.) Maximum 200 words

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# 5

## Endorsement:

Please include a statement from a director or senior manager.

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Applicants are asked to provide a statement from senior management supporting your application and confirming the benefits of the initiative to the success of the organisation.

***For this section, you are allowed a maximum of 100 words.***

***Draft your response here.***

(Once completed, copy and paste your text onto the application form.) Maximum 100 words



**Evidencing your application:**  
You can select supporting evidence to maximise the impact of your submission.

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**Do:**

- Provide supporting business metrics such as charts, graphs and histograms.
- Include statistics, quantifiable and comparative data.



**Don't:**

- Attach documents of more than 2MB and 500 words.
- Include links, pictures and/or videos in your application.



## Frequently asked questions:

You can select supporting evidence to maximise the impact of your submission. We have provided some examples above as a guide.

### Who can enter the Princess Royal Training Awards?

The awards are open to all organisations in the UK regardless of size or sector.

### The awards are delivered by the City & Guilds Group – does this mean I have to be associated with them to apply?

You don't need to work with any of the City & Guilds Group businesses to be able to apply for the awards. We welcome applications from all organisations in the UK.

### Is there a cost for entering the awards?

No, the awards are free to enter.

### What is the equality, diversity and inclusion (EDI) commendation?

The City & Guilds Group recognises the importance of developing more equal, diverse and inclusive workplaces. Organisations that reach the Princess Royal Training Awards standard of excellence that have also demonstrated that their training/learning and development reflects a commitment to EDI, will be further recognised with a special commendation. In addition to the award, the commendation will help present your organisation as an inclusive and supportive place to work.

### When do I need to submit my application?

We recommend submitting your application as soon as you have confidently completed all sections. The deadline for submitting your application is Friday 31 March 2017.

If I submit my application and I need to amend something, can I resubmit my application? Unfortunately, once you have submitted your application, you will not be able to make any further changes to your entry.

If I have issues completing an application electronically, can I submit a paper version of my application?

In certain circumstances a paper version of the application can be provided. Please contact our team on [help@princessroyaltrainingawards.com](mailto:help@princessroyaltrainingawards.com)

### My evidence file is larger than 2MB

Please cut it down. Try to mention the evidence in your answer. You can also try compressing image files. Try not to worry – if you go through to the next stage and receive a validation visit, you will be able to share any additional evidence with the assessment team.

### What happens after I submit my application?

After submitting your application, you will receive a confirmation email. If you do not receive a confirmation email within 24 hours, please contact us. Each application is allocated to an Assessor who will determine how well it meets the Hallmarks' criteria. The Assessor will write a report which will be reviewed by the Chief Assessor to ensure consistency as part of the quality assurance process.

If you are shortlisted as a potentially successful applicant, you will be contacted to arrange a visit by an assessment team. If you are not shortlisted, you will receive feedback on your application.

Following the validation visit, a final report with recommendations will be presented by the Chief Assessor to the Princess Royal Training Awards

Commissioners who will validate the awards.

### What support is available to applicants?

If you have any issues or would like to discuss your application, we are here to help!

Ask your questions by email at [help@princessroyaltrainingawards.com](mailto:help@princessroyaltrainingawards.com)

or call us on

**07703 806 893** or **07710 096 000**

(Monday-Friday 09.00-17.00).