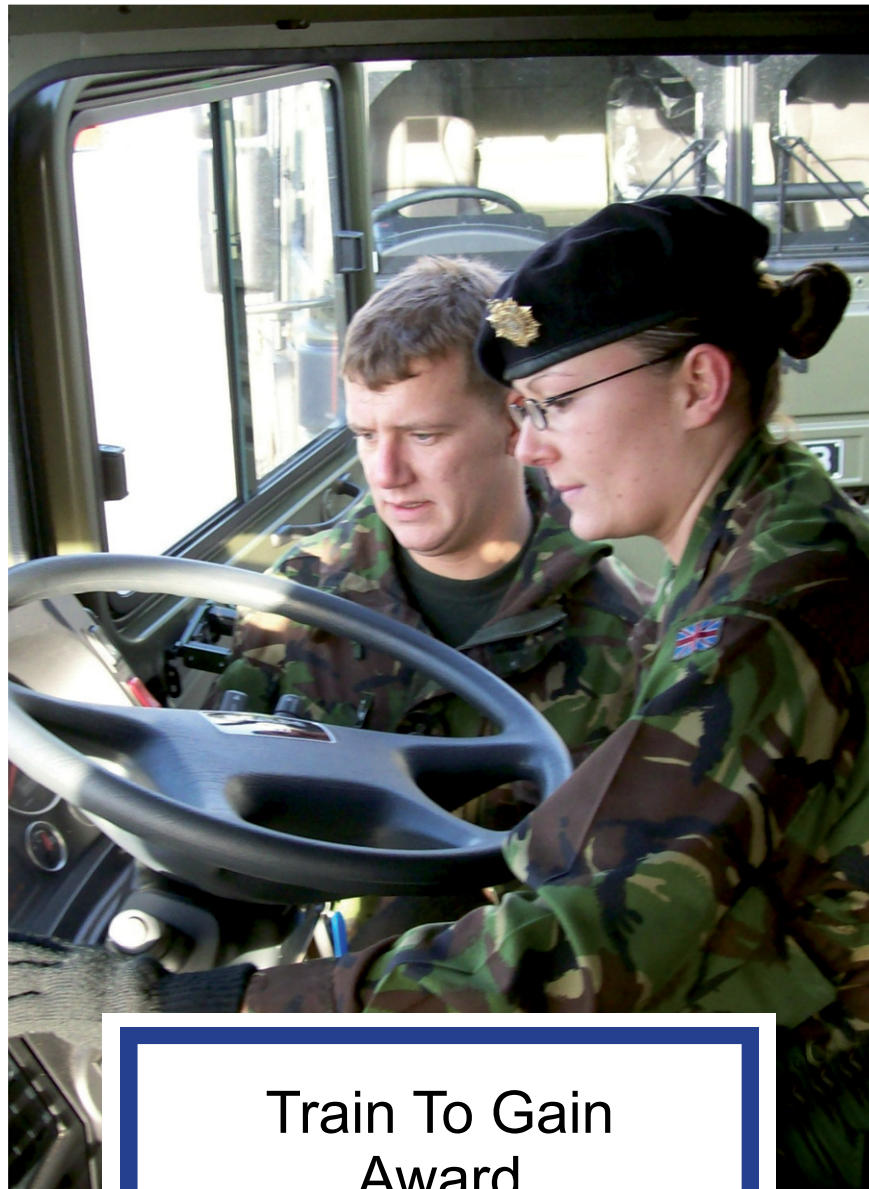


DEFLOG VQ Trust



Apprenticeship Awards 2010

... Transport ... Construction ... Warehousing & Storage ... Stevedoring ... Telecommunications ... Munitions ... Mail Services



Train To Gain
Award

Application Guidance Notes

Dedicated to realising the potential of every Learner



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Are you a Train to Gain learner with a difference?

If you are, tell us about yourself.

The DEFLOG VQ Trust Apprenticeship Awards 2010 are looking to recognise and reward learners on Train to Gain NVQs who are exceeding both their employer's and training provider's expectations.

If you have used the skills gained through your Train to Gain NVQ to make a difference to your unit, then we want to know. Perhaps you've taken on extra responsibility, improved productivity, or proved to be a worthy team members

Has your Level 2 or 3 NVQ given you the skills and confidence you need to truly make your mark? Are you proud of your achievements?

If so, tell us your story and you could win a Train to Gain Award.

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As a winner you will enjoy:

- Best Train to Gain Learner award status
- Recognition of your hard work through media activity
- A trophy and a prize to the value of £300 for the winner
- A trophy and a prize to the value of £150 for the runner-up
- Invites for you and two family members or friends to attend an Oscar style awards ceremony in late 27th October 2010.

What Makes a Winner?

The Best Train to Gain Award seeks to celebrate learners who have made significant progress and who continue to tackle their own specific learning needs in order to achieve their goals, create an impact at work and exceed all expectations.

Judges will be looking for entrants who make a real difference in the workplace. For example the entrant may have improved procedures, helped to develop a new idea or made an important contribution to a special project.

In particular, judges are looking for units which demonstrate the following:

- Commitment to their own personal development and progression through learning.
- Outstanding and measurable contribution to their work place, in particular areas or projects where expectations have been exceeded.
- Examples of progress, achievement and attainment in learning and work.
- Inspirational qualities and a role model for other Train to Gain learners.

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How do I enter?

Speak to your line manager; DEFLOG Learning Resource Centre staff or your assessor.

Who should enter?

- Applicants must be working towards or have completed an NVQ under the Train to Gain programme through DEFLOG VQ Trust.
- All applicants must have started their NVQ on or after 1st August 2008.

How to enter

Please read these notes carefully before completing the entry form. The closing date for entries is 4.30pm on Monday 9th August 2010.

Entry forms can be downloaded from the DEFLOG VQ Trust website at: www.vqtrust.org.uk or are available from your local Learning Resource Centre.

All entries must be completed electronically and emailed to Neil Searle at neil.searle@vqtrust.org.uk by 4.30pm on the closing date to be eligible for an award. **(Hard copy forms will not be accepted)**

Help with your entry

Visit the DEFLOG VQ Trust website for updated information. Alternatively you can email your queries to Neil Searle at neil.searle@vqtrust.org.uk or phone him on 01482 678 304.



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Completing the form

Applications should be completed by a senior member of the unit, with the assistance of the local Learning Resource Centre staff. You need to consider who would be the best person to tell your unit's story to the judges. The application must be endorsed by your line manager, OC or CO at Section 4. The entry form is divided into four sections, all of which should be fully completed

Section 1 - Your details

Section 2 - Your Employer Details

Section 3 – Application

Section 4 - Employer Endorsement

Please ensure that you follow the entry instructions and use the guidance notes for each section. This will enable you to provide the judges with all the information they need. All entries will be treated in the strictest confidence.

What else do I need to know?

Key Dates

Monday 9th August 2010 - Closing date for all entries

12th August to 26th August 2010 - Judging period

27th August 2010 - Entrants informed by letter whether they are finalists or not.

27th October 2010 – Award ceremony at RLC Central Sgts' Mess, Deepcut.



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Final dos and don'ts

- DO use the guidance notes and judging criteria to help focus your entry
- DO use evidence such as quotes from colleagues, other learners, statistics, comparative data, performance reviews etc.
- DO contact us if you need further advice or assistance: Email us at neil.searle@vqtrust.org.uk or call us on 01482 678 304
- DON'T exceed the stated word count in each section
- DON'T forget to allow enough time to get your entry to us by the closing date
- DON'T attach supporting information – your entry form is sufficient

Good luck! We look forward to receiving your entry

Terms and Conditions

The organisers cannot accept any responsibility for the loss or damage of any entry. All entry forms will be acknowledged. All entries will be treated in the strictest confidence. The judges' decision will be final and no correspondence or discussion will be entered into regarding the selection of the winners.

Guidance on completing your entry

Please complete all sections of the entry form. Entries that are incomplete or exceed the stated word count will not be accepted. We regret that we cannot accept any additional supporting documentation or receive entries by post or fax.



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Section 1 ~ Your Details

This section requests information about you and your NVQ. It is important to provide us with all this information.

Section 2 ~ Employer Details

This section requests information and contact details about your employer. It is important to provide us with all this information.

Section 3 ~ Application

This section asks key questions about your achievements as a Train to Gain learner and your contribution and impact with the organisation you work for. Please complete all sections as fully as possible. Include evidence such as quotes colleagues, fellow trainees and line managers, statistics, comparative data, performance reviews etc.

Remember, the judges will be looking for entries that demonstrate commitment to your own personal development and progression through learning; outstanding contributions to your workplace and unit effectiveness; in particular, areas or projects where you have exceeded expectations; examples of achievement and attainment in both learning and work; and inspirational qualities.

Question 1

Describe here how your role fits within the unit in which you work. What are your key duties and responsibilities? Explain whether you work within a small or large team or with other NVQ learners.

Question 2

Describe here how as an NVQ learner you have contributed to the work of your unit. The impact this has had and the benefits it has brought to your unit.



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Question 3

Describe the impact that the learning activity has had on your performance in the workplace.

Question 4

Give examples of how your NVQ has impacted on your career, personal life or confidence. Include information about what motivated you to do your NVQ, what you consider your greatest achievements and future plans for your career, education and training. Have there been any obstacles or barriers in your learning or at work that you have successfully overcome to achieve goals and exceed expectations?

Question 5

Tell us why you deserve to be named the Best Train to Gain learner.

Section 4 – Applicant's and Unit Declarations

Complete the Learner Declaration and get your line manager, OC or CO to complete the Employer Endorsement and Declaration.