People Development

**CONSTRUCTING EXCELLENCE AWARDS ENTRY FORM**

**Please read and understand the criteria and guidelines before completing this form.**

**Guidelines on ‘How to Enter’ can be found at** <http://ckegroup.org/cexcellenceyh/ceyh-awards-2020/>

**Please remember that:**

1. Information above the specified word limits will not be taken into consideration.
2. Charts and photos should be embedded in the word document where possible (captions are not part of the word count). Total submission length - maximum 15 pages.
3. Appendices will not be reviewed as part of the submission.

**Category Description:**

**People are our greatest asset and this award recognises organisations that appreciate and nurture their workforce to ensure they maximise the value of everyone’s contribution to the business. By creating inclusive workplaces which support people of all abilities through training initiatives, education, mentoring, support networks and innovative programmes, companies can demonstrate a significant impact on the future of their businesses and the wider construction industry.**

Judges are looking for an organisation that is leading edge in the way they support and develop their existing team and attract new entrants into the industry. Exemplary people developers will be able to show judges how they:

1. Invest in training and reskilling or upskilling their workforce.
2. Encourage new talent and entrants, possibly working in collaboration with other organisations.
3. Encourage their employees and supply chain to be more aware of local communities, the environment and the image of the industry.
4. Ensure diversity and inclusive policies are central to development planning and business strategy.
5. Can evidence a development strategy with monitoring and measurement of achievement and effect.

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| **Entry Checklist:**   1. **Completed entry form** – low resolution images can be embedded to support your entry. 2. **Logos** – for all key parties that should be recognised for the award (original .eps files). 3. **High resolution images** (print quality) – up to 5 photos.   **If you have any queries, please call/email the CEYH team:**  Tel: (Liz Schofield) 0113 812 1902 or (Donna Lee) 0113 812 7601  All entries should be sent via email to [ceyhawards@leedsbeckett.ac.uk](mailto:ceyhawards@leedsbeckett.ac.uk) |

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**CONSTRUCTING EXCELLENCE AWARDS ENTRY FORM SECTION 1 OF 2**

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| **Entry name** |  |

Maximum 70 characters (with spaces). This name will be on the award if successful.

**Applicant’s contact details:**

|  |  |
| --- | --- |
| Name |  |
| Organisation |  |
| Email |  |
| Telephone |  |
| Address |  |
| Postcode |  |

**IMPORTANT:** Logos – please supply HIGH QUALITY **.eps** or **.jpeg** logo files for all organisations mentioned.

These logos will be etched onto the glass trophies presented to winners.

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**CONSTRUCTING EXCELLENCE AWARDS ENTRY FORM YOUR SUBMISSION │ SECTION 2 OF 2**

**Please note:** if you are unable to insert images directly into the cell, please use space between each question to insert images.

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| 1. **Summary** (**max. 500 words**)   \* Please provide a **clear summary** of all key messages and aspects of the submission. This section will be used for marketing purposes. A clear and full answer ensures we showcase your project effectively. \*  **Guidance questions:** What makes this project a winning entry? Why do you think this work stands out from the crowd? How do you suggest we share this with the industry? |
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| 1. **Background:** Describe the circumstances or challenges faced in relation to this entry. (**max. 250 words**) |
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| 1. **How do you invest in training and reskilling / upskilling your workforce?** (**max. 250 words**) |
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| 1. **How have you encouraged talent and performance, and sought this among new entrants?** (**max. 250 words**) |
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| 1. **What have you done to encourage employees and suppliers to be better benefactors to local communities, the environment and the industry’s image?** (**max. 250 words**) |
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| 1. **How does your organisation ensure diversity and inclusive policies are embedded in development planning and business strategy?** (**max. 250 words**) |
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| 1. **Which elements of your development strategy do you monitor and what are your results??** (**max. 250 words**) |
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| 1. **3 winning facts about your submission**   Ensure you highlight 3 **key** achievements. This may be published by Constructing Excellence. | |
| **1** |  |
| **2** |  |
| **3** |  |