**IW Chamber Business Awards 2025  
 *PLEASE READ BEFORE PREPARING YOUR SUBMISSION*  
  
Please use this Word document as the outline for your submission. Read the guidelines carefully and then answer each question as outlined below, keeping in mind the weighting and the marks allocated to each question.**

Please type your entry into this Word document. This is designed to receive your entry; please do not reformat this template or delete the questions or group your answers in any way, otherwise your entry may become impossible to judge. Please remember your entry is primarily a text document and not a designed presentation.

Please note the maximum word count is 2,000 words per entry. The word count for the answers submitted in your entry should not exceed 2,000 words and this word count does not include the introduction section or terms and conditions. The word count will be measured solely on the numbered questions and the answers you provide. If your entry exceeds this word count it will not be accepted and you will not be notified.

Please make sure that you answer every question. Judges will be awarding points based on the scoring system as outlined, so please make sure that your submission clearly answers each individual question in turn. Incomplete entries will not be judged.

Once completed, email your document to [awards@iwchamber.co.uk](mailto:awards@iwchamber.co.uk)

**Training and Development Award**sponsored by Top Mops

This award recognises commitment from a business to developing their staff with training. The award is open to all businesses of any size. Judges will be rewarding businesses that are investing in their teams – perhaps by taking on apprentices or by upskilling existing staff with higher level apprenticeships or further education.

We’re looking for evidence of how your business is making staff investment a key element of your growth strategy. We’re looking for examples of individual growth as well as how developing your team has enabled your business to grow. Although your entry should major on achievements in 2024, your entry may well refer to a longer running strategy for your business, particularly when reflecting on training programmes and qualifications that take several years to achieve.

**YOUR ENTRY STARTS HERE….** Please answer each the sections below

**Company Name** –

Type text here

**Business Name** (if different to above, as you would like it to appear in publicity if shortlisted) –

Type text here

**Preferred point of contact** (name and email) -

Type text here

**Business Address** –

Type text here

**Company Registration Number –**

Type text here

**Introduction** – Tell the judges about your business. Tell us what you do and who /where your customers are. Give us a bit of background about your organisation – what you do, how you started your journey, how long you have been established, how many staff you employ and any other information you believe is relevant - to give the judges a good understanding of your business.

Type text here

**Evidence required and scoring:** *Maximum total word count =* ***2,000***

1. **What is your training strategy for new and existing staff? (20 marks)**

Type text here

1. **How does your business invest in your staff training and development – with examples (20 marks)**

Type text here

1. **How has your investment in training contributed to the growth and success of your business? (20 marks)**

Type text here

1. **The future and your on-going commitment to staff development. Demonstrate how your investment in your team continues beyond the lifespan of individual programmes/placements, contributing to longevity within your organisation. (10 marks)**

Type text here

1. **Innovation. Can you show examples of how you have been innovative with your approach to training. (10 marks)**

Type text here

1. **Evidence of customer satisfaction and quality of service/product. Feel free to include external ratings (e.g. Trustpilot, Tripadvisor, social media) or industry awards. (10 marks)**

Type text here

1. **What makes your approach to team development exceptional - what makes you stand out from your competitors? (10 marks)**

Type text here

1. **External web links if appropriate - (Ensure these are relevant. If it’s important it should be referred to in your entry already) (0 marks)**

Type text here

**Terms & Conditions (for entrants)**

1. All entries must be submitted via email and to the awards@iwchamber.co.uk email address.
2. The IW Chamber Awards are open to all businesses based on the Isle of Wight. Your business does not have to be a member of the IW Chamber.
3. A business must have completed its first full year of trading before entering for an Award.
4. Unless otherwise stated, your entry should reflect activity in the calendar year of 2024, from January 1st to December 31st 2024.
5. Entries will be judged by an independent and impartial panel of judges.
6. Entries will be treated in the strictest confidence but will be shared with the judging panel.
7. Entry to more than one category is permitted.
8. All businesses are entitled to enter two categories for no charge. Entries for any further entries will be charged at £110+VAT per category for IW Chamber members and £220+VAT per category for non-members.
9. There are no restrictions regarding entering a category which your business has won in the past.
10. Incomplete entries will not be judged.
11. The Isle of Wight Chamber of Commerce reserves the right to revoke an award from any applicant whose entry includes false information. Judges reserve the right to audit any information supplied.
12. The closing date for entries is 6.00pm on Friday 31st January 2025. No entries will be accepted after this time.
13. All submitted entries will be acknowledged via email within 4 working days.
14. Please type your entry into the downloadable Word document template. This is designed to receive your entry; please do not reformat this template or delete the questions or group your answers in any way, otherwise your entry may become impossible to judge. Please remember your entry is primarily a text document and not a designed presentation.
15. Please note the maximum word count is 2,000 words per entry. The word count for the answers submitted in your entry should not exceed 2,000 words and this word count does not include the introduction section or terms and conditions. The word count will be measured solely on the numbered questions and the answers you provide. If your entry exceeds this word count it will not be accepted and you will not be notified.
16. The shortlist of nominees will be published on-line at a pre-announced date and time. Shortlisted companies will be notified by email following the publication of the shortlist.
17. The decision of the judging panel is final, and no further correspondence will be entered into.
18. Feedback on entries will be available on request, after the awards have been presented in May.
19. Award winners will be announced at the IW Chamber Business Awards on Friday 9th May 2025.
20. No employee of the Isle of Wight Chamber of Commerce Group shall be entitled to enter.
21. By registering and completing an entry for the Awards you agree to these terms and conditions.