

# FASSET

## Making Best Practice Count Awards 2011

### Introduction

Fasset would like to recognise employers that engage in Best Practice, when it comes to Skills Development in South Africa. The aim is to distinguish organisations, who as employers, promote training and development in the Fasset sector. As a result, Fasset Making Best Practice Count Awards were launched in 2008.

The categories for entries remain the same:

- Best Practice in a large employer;
- Best Practice in a medium employer;
- Best Practice in a small employer and;
- Best Practice in a registered NLP (non-levy paying) employer.

These awards may be linked to the Department of Higher Education and Training (DHET) awards, should they be run this year. This may require more input from the employer.

### Adjudication

Fasset will make use of an adjudication panel. The panel will comprise specialists in the areas of skills development. The winners of the 2011 Making Best Practice Count Awards will be announced at Fasset's Annual function in September 2011.

The decisions of the adjudication panel are final and no correspondence will be entered into. Organisations can however request feedback on their applications.

In general, the panel will be looking for best practice that:

- Goes beyond compliance;
- Demonstrates the impact on the organisation and its strategy and;
- Demonstrates contributions to skills development in the sector and/or nationally.

### The adjudication process

A compliance check will determine which applications will go through to be adjudicated by the panel. The compliance check requires that the WSP that was submitted is current, if the organisation is a SDL paying organisation. If a non-levy paying organisation has submitted an application, that the organisation is registered with Fasset.

The applications will then be submitted to the panel for adjudication. The applicants may be requested to do a short, 10 minute presentation to the panel. This will take place on the days that the panel will be meeting. The presentation is not compulsory, but allows the applicants the opportunity to best present their application.

### Time Frames

The closing date for applications is Monday, 1 August 2011 at 12h00.

- |                        |   |
|------------------------|---|
| <b>3 August 2011:</b>  | Compliance checks completed at Fasset   |
| <b>10 August 2011:</b> | Adjudication committee meets<br>Possible presentations by applicants  |
| <b>15 August 2011:</b> | Short-listed applicants are notified and informed of marketing requirements in preparation for the Annual Function. |

#### Please note:

*Marketing requirements may include interviews, site visits, photography and videos. The relevant staff will need to be available.*

### Application format

- The completed application form must accompany the submission.
- Please provide three (3) hard copies of your submission.

086 101 0001  
fassetcallcentre@fasset.org.za  
www.fasset.org.za

Fasset is the Sector Education and Training Authority for Finance, Accounting, Management Consulting and Other Financial Services.

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# Application Form

## Section A

Name of organisation			
Sector			
Industry			
SDL Number			
Postal address			
Physical address			
Contact Person			
Contact number			
Fax number			
Email address			
Category			
Large employer <input type="checkbox"/>	Medium employer <input type="checkbox"/>	Small employer <input type="checkbox"/>	NLP employer <input type="checkbox"/>

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## Section B

In Annexure B, please provide a brief description of your organisation.

Please also indicate how your organisation has

- planned;
- implemented;
- monitored; and
- evaluated

its skills development interventions.

Framework Principle	Questions or statements	Score
How training and development of people in the workplace is promoted	<ul style="list-style-type: none"> <li>• How the organisation's skills needs is identified</li> <li>• How the interventions improved the skills levels in the organisation</li> <li>• What interventions has the organisation used to address skills needs?</li> </ul>	10
Activities that go beyond the Skills Development Act	<ul style="list-style-type: none"> <li>• What activities has the organisation engaged in that go beyond compliance?</li> <li>• How have these activities helped the organisation to achieve its strategic objectives?</li> </ul>	10
Scarce and critical skills	<ul style="list-style-type: none"> <li>• Does the skills activities in which the organisation engages in coincide with Fasset's scarce and critical skills list?</li> </ul>	10
Promotion of equity	<ul style="list-style-type: none"> <li>• What has the organisation done to promote equity?</li> <li>• Demonstrate how the promotion of equity activities go beyond compliance with the EE Act</li> </ul>	10
Planning and implementing skills development interventions	<ul style="list-style-type: none"> <li>• How has your organisation planned for these interventions?</li> <li>• How has your organisation implemented these interventions?</li> </ul>	10
Monitoring and evaluating skills development interventions	<ul style="list-style-type: none"> <li>• How has your organisation monitored these interventions?</li> <li>• How have the interventions been evaluated?</li> <li>• How has the evaluation of the interventions impacted on the planning of future skills development interventions?</li> </ul>	10
Broader commitment to skills development	<ul style="list-style-type: none"> <li>• Describe how your organisation has engaged in social development and/or community projects that demonstrate a broader commitment to skills development. This could include participation in Fasset projects, use of Fasset learnerships, etc.</li> </ul>	10
Best Practice	<ul style="list-style-type: none"> <li>• Describe activities that take place in your organisation that you feel demonstrate Best Practice</li> </ul>	10

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# *Guidelines and Tips on Applying for the* **BEST PRACTICE AWARDS**

1. The purpose of the Best Practice awards is to recognise excellence in skills development and training as a Fasset employer. You thus need to tell a story of why you think you are an employer of best practice.
2. It is essential that there is commitment and buy-in from Senior Management with respect to skills development and the application process.
3. The application should be completed to demonstrate the organisation's excellence in implementing skills development initiatives and training.
4. The organisation should not assume that the panel members will know about the organisation and its initiatives. You really have to show case your organisation!
5. Sufficient time should be allocated to the application process as it involves more thought and work than simply completing the form.
6. The application indicates very specific criteria that must be met. Thus, each section should be completed separately and independently. Include different evidence, information and descriptions for each section that is specific to that section. Don't simply cut and paste from one section into another.
7. The focus of your application should be related to your role as an employer, not on the services and products that you offer.
8. General information and external marketing material can enhance your application but it does not provide evidence of your excellence in training.

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