

# MAKING BEST PRACTICE COUNT AWARDS 2012



Fasset's annual Making Best Practice Count Awards focuses on recognising employers, regardless of size, who engage in skills development best practice for their staff and their organisation. Enter, and make your organisation count!

*Make the future count*

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Skills development typically focuses on the core areas of the business. In Fasset's sector this could be a focus on developing skills in accounting, stock broking, management consulting or company secretarial services. The Making Best Practice Count Awards looks not only for skills development best practice in the organisation's core areas, but at skills development best practice across the organisation.

Evidence, where applicable, enhances the application. It provides more tangibility to the application and is therefore encouraged.

#### The categories are as follows:

- Best Practice in a large employer (150 or more employees)
- Best Practice in a medium employer (50-149 employees)
- Best Practice in a small employer (less than 50 employees)
- Best Practice in a non-levy paying (NLP) employer

Fasset's Making Best Practice Count Awards may be linked to the Department of Higher Education and Training's own awards. This may require additional information from the applicants.

#### Adjudication

Fasset will make use of an adjudication panel. The first part of the adjudication is a compliance check. For levy paying organisations, this means that an approved workplace skills plan (WSP) for the current year is in place. NLPs need to be currently registered with Fasset as a NLP.

#### The adjudication panel will be looking for:

- Skills development best practice in the organisation's core areas;
- Skills development best practice in the organisation's non-core areas;
- A demonstration of how the skills development activities in which the organisation engages link to the organisational strategy;
- The impact of the skills development activities on the organisation and;
- The impact of skills development on the individual.

Applicants may be requested to do a 10 minute presentation to the adjudication panel on their application.

Only applications that meet the compliance requirements will be submitted to the adjudication panel for evaluation. The decisions of the adjudication panel are final and no correspondence will be entered into. Organisations can however request feedback on their applications.

#### Time Frames

	12h00, Thursday
<b>Closing date:</b>	31 May 2012
<b>Compliance checks:</b>	June 2012
<b>Adjudication:</b>	June-July 2012
<b>Marketing of shortlisted applicants:</b>	July-August 2012

**Please note:** Marketing requirements may include interviews, site visits, photography and videos. Relevant staff will need to be available.

Winners will be announced at Fasset's Annual Thank You Function in September 2012.

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## Application Format

Applicants are required to submit four (4) hard copies of their submission.

Applicants are advised to keep a copy of their Making Best Practice Count Awards 2012 submission.

## Section A: Organisational Details

In section A of your submission, please provide the following:

- Name of organisation
- Fasset sub-sector to which the organisation belongs
- SDL number (if applicable)
- Postal address
- Physical address
- Contact person/s
- Contact number
- Fax number
- Email address
- Indicate the category in which you are applying:
  - Large employer (150 or more employees) or;
  - Medium employer (50-149 employees) or;
  - Small employer (less than 50 employees) or;
  - Non-levy paying (NLP) employer.

## Section B: Skills Development Best Practice

### Section B1: Promotion of training and development in the workplace

In section B1, please describe:

- How the organisation's skills development needs in core and non-core areas are identified
- The interventions put in place to address the identified skills development needs
- How the interventions put in place have improved skills levels

### Section B2: Planning and Implementing and Monitoring

In section B2, please describe:

- How your organisation has planned for skills development interventions in core and non-core areas
- How your organisation has implemented skills development interventions in core and non-core areas
- How your organisation has evaluated the implementation of the skills development interventions in core and non-core areas
- How your organisation has monitored the skills development interventions in core and non-core areas
- How your organisation has evaluated the impact of the skills development interventions in core and non-core areas on both the organisation and the individual.
- The links between the skills development interventions and the organisation's strategic objectives.

### Section B3: Promotion of Equity

In section B3, please describe:

- What the organisation has done to promote equity
- How the promotion of equity goes beyond compliance with the Employment Equity Act.
- How skills development interventions have contributed to employment equity promotion.

### Section B4: Best Practice

In section B4 please describe:

- The organisational activities that you feel demonstrate Best Practice for your organisation.

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# CONTACT DETAILS

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**Closing Date:** 31 May 2012

**Closing Time:** 12h00

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