

## MALTA VOCATIONAL EDUCATION AND TRAINING AWARDS

### Training at Work – Application Form

*The aim of this award is to valorize good practices of professional learning within enterprises for their respective employees in 2019. This award includes any type of internal and external, knowledge-based or practical training organized by the employer, including online, on-the-job, blended, classroom-based, etc, including also non-accredited training. The training programmes may be funded either by the company itself or through national or EU funded schemes. This year this award will highlight the green and/or digital good practice in training organized by the employer at the place of work or otherwise.*

#### **A. APPLICANT**

Please provide details of the applicant

1. Name of the company/organization/entity
2. PE Number
3. Postal Address
4. Website URL
5. Approximate Number of Employees (FT/ PT) as at end of 2019

## **B. LEGALLY RESPONSIBLE PERSON**

1. Name and Surname
2. Email address of the legally responsible person
3. Telephone number of the legally responsible person

## **C. CONTACT PERSON (IF DIFFERENT FROM ABOVE)**

1. Name and Surname
2. Email address of the internal Contact Person
3. Telephone number of the Contact Person

## **D. ELIGIBILITY CRITERIA**

|  | YES |
|--|-----|
| Entity is economically active in the Maltese territory.  |     |
| Companies should have provided continuous training development in 2019. This includes upskilling and/or reskilling training programmes for their employees over and above mandatory training as established by the relevant legislation. |     |
| The training programme is either delivered internally within the company or delivered by a training centre (external provider).  |     |
| The company must have an established training plan. Copy of the plan must be provided with this Application.   |     |
| The training programme must not have already been rewarded by another Maltese or European Prize.   |     |







## F. CHECKLIST

Please fill in all relevant sections of the application.

For the application to be considered complete all attachments marked as “obligatory” need to be submitted at Application Stage. Only complete applications with all the documents listed hereunder can be reviewed by the Evaluation Committee. If not available documents marked as “if available” may not be attached with the application.

|  |                          |
|--|--------------------------|
| Copy of the training plan [obligatory]   | <input type="checkbox"/> |
| Copy of the training programme delivered including dates of delivery and number of attendees [obligatory]    | <input type="checkbox"/> |
| Evidence of achievements and impact of the training programme for the workers and the company [if available] | <input type="checkbox"/> |
| Evidence that the applicant provided Work Based Learning during 2019 [if available]                          | <input type="checkbox"/> |
| Copy of any evaluation report [if available]   | <input type="checkbox"/> |
| Evidence of prior training of employees before 2019 [if available]   | <input type="checkbox"/> |

## G. CONSENT

I consent for MEDE to process information as shown in this form above for the purposes of the Malta VET Awards. MEDE binds itself to process this data only for such purpose and in line with its Data Protection Policy. The data will be deleted within 6 months from when the Awards take place.

To the best of my knowledge the information given in this application form is correct and has been endorsed by the employer (legally responsible person) nominated for this Award.

Signature (Contact Person)

Name of Contact Person

ID Card Number

Date