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| \*Company Name: |  |
| Address: |  |
| Name of CEO / MD: |  |
| Name of person responsible for HRM: |  |
| Name of person responsible for ETP: |  |
| Email Address: |  |
| Phone Number: |  |
| Year Commenced Business: |  |
| Ownership: |  |
| Nature of Business: |  |
| Industrial Sector: |  |
| Main Activities: |  |
| Number of Employees: |  |
| Key Employment Categories: |  |
| Does the organisation have more than one location: | Yes ( ) No ( ) |
| If **Yes** please give details: |  |
| Labour Turnover: |  |
| % of Payroll Invested on Training: |  |
| % of Actual Training Delivered against the Training Plan: |  |

**FOR OFFICE USE ONLY**

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| --- | --- | --- | --- |
| Assessment Period: |  | Date of Assessment: |  |
| Assessor: |  |

**\*Please ensure official title of your organisation is provided as this will appear on your Certificate, if approved.**

***Briefly outline how your organisation addresses each criterion within Section 1 to 5***

**SECTION 1: Business Planning & Continuous Improvement**

1A. Employees can describe the mission, vision and values and how these are demonstrated in the organisation

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1B. The organisation has a comprehensive documented business plan appropriate to the business needs, based on the stated mission, vision and values

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1C. Please describe the employees involvement in business planning

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1D. The organisation can show that it operates a quality management system.

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1E. The organisation can show that it uses effective internal and external benchmarking and/or networking activities to conduct comparative analysis and that such activities contribute towards efforts for continuous improvement in business performance.

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1F. The human resources strategy must support and be aligned to the business strategy.

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1G. Roles are designed and redesigned for delivery of organisational goals

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**SECTION 2: Communication & Collaboration**

2A. Leaders effectively communicate and engage staff

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2B The organisation carries out a regular review of employee opinions and implements actions as a result.

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2C Collaboration across the organisation is encouraged and both roles and policies are developed to facilitate collaboration.

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2D People are encouraged to come up with new ideas

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**SECTION 3: Leadership & People Management**

3A Line managers know what is expected of them to lead, manage and develop their people effectively

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3B The organisation has a system in place which supports leadership development.

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3C The organisation can show that it has an effective performance management system in place

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3D The organisation can demonstrate to all employees that it values them as individuals and their input to business success.

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3E The organisation can show that it has effective succession and career development planning in place relative to the scale of the organisation.

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**SECTION 4: Learning & Development**

4A Employees can describe how they contribute to the learning needs analysis and display an understanding of the range of learning methods available to them for learning and development.

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4B An effective structure for learning and development is in place ensuring high quality training and value for money

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4C The organisation is flexible in the way it develops people using innovative solutions that meet L&D needs

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4D The organisation can show that each new transferred or promoted staff member is provided with effective induction, guidance and support

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4E Employees can describe how they are encouraged to share their learning with fellow team members

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4F Evidence of evaluation of training taking place to improve effectiveness

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4G The organisation can demonstrate how senior management review and evaluate the impact of learning and development on the performance of the organisation and what actions they take as a result.

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4H Continuous learning is part of the organisation's culture with leaders looking to the future to plan capability needed

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4I Roles are designed based on competencies identified to facilitate recruitment, development and progression

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**SECTION 5: HR Systems & Employee Wellbeing**

5A The organisation can show that appropriate policies and procedures are in place to support all aspects of the business. These policies and procedures are in line with legislation and also support the organisation's strategic objectives

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5B The organisation has an Equal Opportunities Policy, which identifies its objectives and targets with regard to Equality, Diversity and Inclusion

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5C The organisation can define its approaches to supporting staff wellbeing.

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5D The organisation completes regular reviews and updates of its policies and practices.

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5E The organisation can show that the facilities it uses provide ease of access for employees, visitors and job applicants who have physical, intellectual and/or sensory disabilities.

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5F The organisation has a defined Corporate Social Responsibility Policy appropriate to the scale of the organisation

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5G The organisation practices good data protection and data confidentiality measures.

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5H The organisation can show that it undertakes Compensation and Benefits benchmarking

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