



WORKFORCE DEVELOPMENT EXCELLENCE AWARD



IMPORTANT ENTRY INFORMATION

- This award is for parties who are current registered members of Building Service Contractors of New Zealand (BSCNZ).
- Entries must be submitted via email and be received no later than COB 27th March 2026.
- BSCNZ will invoice entry fee(s) immediately on receipt of an entry forms and NO refunds will be given. Entry fee invoices must be settled by 30th March 2026. Entries with unpaid fees after this date will not be eligible for the final judging process.

HOW TO COMPLETE THIS FORM

1. Type into the boxes provided within the form.
2. Save the PDF and return to janine.fillet@bsc.org.nz no later than COB 27th March 2026. No late entries will be accepted.

A. ENTRANT DETAILS

Company name:

Company address:

Primary contact name (for this entry)

Role/Title:

Phone number:

Email address:

Website (optional):

B. ORGANISATION SNAPSHOT

Number of employees (NZ only): 1-19 20-49 50-199 200+

Regions serviced:

C. EVIDENCE AGAINST JUDGING CRITERIA

1) Commitment to Workforce Development (*max 250 words*)

Describe your organisation's commitment to training, learning and upskilling. How does it align with your business/service goals?

2) Quality and Relevance of Training (*max 300 words*)

Outline the training programmes you provide (internal, external, industry aligned). How are they accessible, relevant and appropriate for your workforce? Include how you support both technical and professional skills.

3) Support for People (*max 250 words*)

Explain how you ensure inclusive practices for diverse learners. How do you enable career progression, confidence and capability (e.g., mentoring, coaching, learning pathways)?

4) Impact and Outcomes (max 300 words)

Provide evidence of the benefits achieved for both employees and the organisation. For employees, this may include improvements in skills, engagement, confidence, or retention.

For the organisation, highlight impacts such as enhanced service quality, performance, productivity, or overall capability.

You may also outline any positive effects on clients, service delivery, or contributions to lifting industry standards. Where possible, please include measurable results (e.g., percentage increase in completion, retention rates, promotion rates, reduction in incidents, client satisfaction scores etc)"

5) Sustainability & Continuous Improvement (max 250 words)

Show how your workforce development is an ongoing commitment (not a oneoff). Include review cycles, improvements made, and future plans.

6) Investment & Capability (max 200 words)

Outline the resources allocated to workforce development (e.g., budget, training staff, paid learning time, digital platforms).

7) Innovation (max 200 words)

Describe any innovative or leading practice approaches in your workforce development (e.g., digital learning, peer trainers, culturally responsive delivery, partnerships etc).

D. INITIATIVES & PROGRAMMES (OPTIONAL DETAIL)

List key initiatives/programmes (with dates):

Programme/ initiative:	Start:	Ongoing?	Yes:	No:
Programme/ initiative:	Start:	Ongoing?	Yes:	No:
Programme/ initiative:	Start:	Ongoing?	Yes:	No:

Participation & completion (last 12 months):

Staff participating in any training:

Average training hours per employee:

Completion rate (where applicable): %

E. SUPPORTING MATERIAL (UPLOAD/ATTACH)

You may include policies or frameworks, competency pathways, training calendars, case studies, assessment results, certificates, and testimonials.

Policies/frameworks	Learning pathways/career maps	Case studies (incl. before/after metrics)
Assessment or completion data	Certificates/qualifications	Staff testimonials (use the form on the next page)
Other:		

F. PERMISSIONS & DECLARATIONS

Declaration

We confirm this entry is true and may be shared with the judging panel.

We consent to BSCNZ using extracts (text/images) for awards communications if we are a finalist/winner.

Name:

Signature:

Date:

Submission Checklist

Entry Form (Sections A–F) completed	At least one Staff Testimonial Form attached
Optional supporting material attached (as listed)	Authorised declaration signed

* These documents will remain confidential to BSCNZ and will be securely disposed of upon completion of the judging process.

STAFF TESTIMONIAL FORM

(Submit at least one—more are welcome)

Who should complete this?

A staff member (e.g., cleaner, team leader, supervisor, trainer, or apprentice/trainee) who has personally experienced the organisation's training/upskilling support.

Testifier Details

Staff member name:

Role/title:

Site/location:

Length of service: <6 months 6–12 months 1–3 years 3–5 years 5+ years

Contact (optional, for verification only):

Phone:

Email:

Your Experience

What training or development have you received? *(programmes, modules, mentoring, qualifications, microcredentials)*

How did this training support your confidence, skills or career progression? *(Please give specific examples)*

What changed in your day-to-day work or performance as a result? *(e.g., quality, safety, customer feedback, leadership)*

What did the organisation do to make learning accessible or inclusive for you? (e.g., language support, paid time, flexible delivery, coaching)

Were you promoted or given new responsibilities as a result? Yes (if yes, explain below) No

Anything else you'd like the judges to know?

Consent

I consent to BSCNZ using excerpts from my testimonial in awards communications if this entry is a finalist/winner.

Name:

Signature:

Date: