

WORKPLACE OF THE YEAR ENTRY FORM

The Workplace of the Year is awarded to a barbershop, beauty clinic or hairdressing salon that offers exceptional training to HITO apprentices. The employer must show a strong commitment to training and qualifications and have an excellent record of training success in their business.

Business owner's full name	
Salon/Shop name	
Address	
City	
Postcode	
Phone	
Email	

RULES OF ENTRY

- By entering the awards, you agree to abide by the competition rules.
- Entry fees apply and are non-refundable.
- Entries and supporting documents (where requested) are due by 31 August 2020. No entries will be accepted after this date.
- The judges' decisions are final, and no correspondence will be entered into.
- Shortlisted finalists may be required to verify the information they have submitted if evidence provided is not sufficient. All information received and submitted will be treated in the strictest confidence.
- Finalists will be required to submit a photo when requested (to be used in the presentation at the event).
- Entrants must be training a current HITO Apprentice.
- All HITO fee payments must be up to date.

ENTRY REQUIREMENTS

The Workplace of the Year award acknowledges an individual who offers excellent training to a current HITO apprentice. Applications should cover 4 main areas:

- Business profile and salon culture.
- Employer characteristics.
- Training innovation.
- Qualification promotion.

ENTRY REQUIREMENTS (CONTINUED)

The best candidates will:

- Demonstrate their workplace's innovation and commitment to create a positive staff culture and to training apprentices.
- Have a workplace ethos devoted to qualified hairdressers, beauty therapists or barbers.
- Demonstrate workplace and training successes in the past 12 months.
- Indicate how they provide consistent training, overcome obstacles and ultimately achieve their goals.
- Indicate how they measure KPIs.
- Indicate how they do and how they will continue to promote the importance of apprenticeships and qualifications.
- Submit evidence to support their claims of exemplary training, training outcomes, staff satisfaction and staff retention. Evidence can range from individuals to organisations through to reports from software, such as Kitomba, showing increased levels of trainee profitability and sales after training.
- Stay relevant and always strive for continuous improvement and growth within the team.

Please note:

- Written entries must not exceed 1500 words and videos must not exceed 5 minutes.

REFERENCES

At least one reference is required. Please ensure references are from your HITO Sales and Training Advisor and/or someone who knows you well.

References should reflect the qualities we're looking for in the Workplace of the Year, and verify statements in the application.

JUDGING PROCESS AND CRITERIA

At all stages, judges score independently of other judges:

- Stage one of judging is carried out by Industry Awards representatives. During this stage a shortlist of finalists are identified.
- Stage two of judging is carried out by hair, beauty or barbering industry representatives.

SUBMISSION

- All entries must be received by Monday 31 August 2020.
- Please send all entries to: The Industry Awards Team, Level 2, 107 Customhouse Quay, Wellington, 6011
- All entries must be accompanied by a completed entry form.
- Entrants who wish to have their entries returned must include a self addressed prepaid envelope or courier bag with their entry.