



Award Category	Training and Staff Development
Company Name	

The future of the property care industry is based on the skills of its people. Training and development provides employees with the key knowledge and skills that they need to perform their job, keeps staff motivated and helps them stand out from competitors as they grow in competence and expertise.

This award will be presented to a PCA member who has demonstrated excellence in training and development opportunities for their people. Judges will look for entries which demonstrate a broad-ranging and well-run training programme that delivers a positive impact on the overall performance of a business. As a guide, you may wish to consider the following points:

- The presence of a formal policy on employee training and development
- The person/ department responsible for training within the organisation
- The budget allocated to the training plan/ programme
- Induction programmes in place for new starters?
- Are staff encouraged to work towards professional qualifications?
- Are Investors in People or any similar initiatives in place?
- Average number of hours/ days that staff are expected to spend in training annually
- Existence of an apprenticeship scheme
- Are sub-contractors expected to provide evidence of staff and/ or operative training?
- How do you measure/ evaluate training
- Has the training improved the quality of your product and/ or service?

Outline and describe your entry fully, telling us how it meets the requirements of this category.

Add supporting videos, photos, testimonials and relevant documentation to support and showcase your entry in the best possible light!

You can add it to this editable form or send it in on a word document – and **remember, you can submit more than one entry and enter more than one category.**

FREE to enter and open to PCA Members Only.

Deadline for submissions is 11.59pm on Friday 25 April 2025.



The judges will award scores based on the following criteria:

- **Policies & Procedures (up to 15 marks):** Is there the presence of a formal training plan for staff? Do staff discuss and agree a written training plan, budget and support considerations? Is time formally built in for staff training to take place?
- **Induction process (up to 10 marks):** Is there a clear and/ or formal induction process for new starters/apprentices? Is the induction process regularly reviewed using learning from new starters experiences?
- **Personal Development Support (up to 15 marks):** Do staff discuss and agree goals relevant to both personal development and job specific goals? Are staff encouraged to work towards professional qualifications? Is there both workplace based and external training support provided?
- **Evaluation and impact (up to 10 marks):** Are staff helped to see the impact of their development on the business? How effective are the methods used to evaluate the impact of staff training? Are staff encouraged to share new learning with colleagues?



Enter your text here (maximum 1,000 words)

All awards entries should be emailed to lisa.nieddu@property-care.org.



Please attach a copy of your logo and a team photo.

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