



Application for Assessment - Investors in People
Guidance on the completion of the Application Form

Section One – Your Organisation

The full name of your organisation is important because this is the name that the accreditation will be recorded under. This is also the name that will appear on the accreditation plaque and certificate.

The total number of people in your organisation refers to the number of people in scope for the assessment and is not just the number of people you employ. Your Investors in People Adviser or Investors in People International will provide guidance on this if you are unsure.

Section Two - Details of your Assessment

This section enables us to fully understand which type of assessment you require and also helps us to understand any other special organisational requirements you may have so that we can place the most appropriate Assessor with you. If you are not sure, please consult with your Adviser or contact us at the address below.

Section Three – Going Beyond the Standard

This section should only be completed if you are seeking recognition for additional evidence requirements beyond the Standard.

Completing this document

This Application document is based upon Microsoft Word tables so that the cells expand when typed. They can also be decreased to match the area of text. The cells (boxes) should not restrict or dictate the volume of information you provide

Please return your completed application form by email to mariam@awakeningexcellence.co.za.

APPLICATION FOR ASSESSMENT

SECTION 1 – Your Organisation

Full Name of Organisation (*as it will appear on your Accreditation plaque etc*)

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Address

	Number of sites:	If part of a group, give addresses of each site and distance from main office:
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Postcode/ Zip code	
Country	
Main Telephone Number	
Website Address	www.
Nature of your business (sector/service):	
VAT/Tax Registration Number:	

Organisation's Investors in People Contact

Full Name	Mr/Mrs/Miss/Ms
Job Title	
Email address	
Tel No.	

The Most Senior Person (if different from above)

Full Name	Mr/Mrs/Miss/Ms
Job Title	
Email address	
Tel No.	

Organisation's Contact for Invoicing Purposes (ie. Who should the invoice for the assessment costs be addressed to?)

Full Name	Mr/Mrs/Miss/Ms
Job Title	
Email address	
Tel No.	

Your Investors in People Adviser (if applicable)

Full Name	
Email address	
Tel No.	

Enter TOTAL number of people in Organisation

(for guidance on determining the number of people in scope, contact your adviser or Investors in People International)

Full Time	Part Time	Contract/Agency	Volunteers/Associates	Governors/Board members	

What day/hours/shifts do you operate?	
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Preferred dates for site visit. <i>Please note that we must have at least six weeks notice of your preferred dates:</i>	
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Please list any periods of shut down/closure	
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SECTION 2 - Details of your Assessment

Purpose of visit (*Type YES under the relevant box to indicate the purpose of the visit*)

Diagnostic (advisory)	First Assessment Visit	Follow Up Visit <i>(after first assessment where the Standard was not met)</i>

Special Requirements and objectives of your assessment visit

<p>In the space below, give details of any information you feel would be useful in planning your assessment. This may include any special circumstances under which you operate, such as shift patterns, field based staff, regular sub-contractors or logistical considerations. Also outline whether the Organisation has recently been or is likely to in the imminent future be subject to any changes (re-structuring/mergers etc.).</p>
<p>What are the key Business Objectives/Challenges/Issues currently facing your Organisation?</p>
<p>In light of the Business Objectives/Challenges/Issues identified above, what do you hope to achieve as a result of working with Investors in People?</p>

PLEASE ATTACH THE FOLLOWING ITEMS OF DOCUMENTATION

These are the minimum documentary requirements for Investors in People.

Checklist

- An organisation chart
- A staffing list that includes name, gender, job title, length of service, hours of work (eg full time/part-time) geographical location of work if multi-sited and identifying trade union representative(s) if appropriate

Information to assist us with planning your assessment

<i>(You may wish to make all the arrangements for yourself – but this information will help us to assess the amount of time involved in the assessment)</i>
Which is the best airport or train station for the Assessor to travel to if necessary?
How far is this from the main site being assessed and what is the best mode of transport to get to it (taxi/train etc)?
If multi-sited: Please list addresses and approximate travel times from your main office. Please state whether this is by train or car. (This to assist the Assessor with their planning)
If the Assessor needs to travel between sites, and this is not feasible by train, will you be able to provide transport?

Payment

Please note that you will be required to pay the assessment cost before the assessment process can commence. Details will follow with our acknowledgement.

Declaration

All the information you have supplied will be treated in the strictest of confidence and will only be disclosed to employees of Investors in People International and the appointed Assessor.

By forwarding this application either by email or post, you agree to be bound by our terms and conditions of service. Details of the terms and conditions will be sent to you in the form of an assessment and accreditation agreement, but can also be found on our website: www.investorsinpeople.com. Please note that we will not be able to start your assessment until we have received signed copies of these documents back from you.

I declare that the information in this application is current and correct. I understand that non disclosure of information may affect the assessment.

Signed.....

Date.....

Name
(in block capitals)

Position.....

SECTION 3 – Application for assessment against additional evidence requirements (Beyond the Standard)

**PLEASE ONLY COMPLETE THIS SECTION IF YOU ARE APPLYING FOR ASSESSMENT
AGAINST ADDITIONAL EVIDENCE (“YOUR CHOICE” - BEYOND THE STANDARD)
OTHERWISE LEAVE BLANK**

Since its introduction, the Investors in People Standard has been reviewed regularly to ensure that it remains relevant, accessible to all, and at the forefront of good practice. Organisations applying for Investors in People assessment have the opportunity to have the assessment tailored to their individual and unique needs, by choosing to be assessed against additional evidence requirements that link to these needs/priorities.

Additional Recognition for Further Achievement

All Organisations need to meet the 39 set evidence requirements (or 37 evidence requirements if they have no formal representative groups in place) in the Standard to become accredited as Investors in People (and be able to display the laurel logo and plaque).

Beyond the Standard, there is an opportunity for additional recognition as follows:-

An Organisation meeting the Standard plus a minimum of 26 additional evidence requirements drawn from the ‘Your Choice’ section of the Framework will be accredited as Investors in People Bronze

An Organisation meeting the Standard plus a minimum of 76 additional evidence requirements drawn from the ‘Your Choice’ section of the Framework will be accredited as Investors in People Silver

An Organisation meeting the Standard plus a minimum of 126 additional evidence requirements drawn from the ‘Your Choice’ section of the Framework will be accredited as Investors in People Gold

To find out more about how the framework (ie. the Investors in People Standard and “Your Choice” additional evidence requirements) might apply to your needs, please visit the Investors in People UK web-site (www.investorsinpeople.co.uk); in particular, the Business Issue Scoping tool (www.investorsinpeople.co.uk/scopingtool) may be useful in helping you to identify how working with the Investors in People framework might contribute to helping you to achieve your business objectives.

Please complete this page if you have identified the additional evidence requirements you wish to be assessed against – this information will help us to provide you with an accurate cost for the assessment and will also help the Assessor to plan for the assessment (please mark the appropriate box with a cross X – use the “Your Choice” section of the Framework as a Guide to completing the table)

PLAN

Indicator 1	1.7	1.8	1.9	1.10	1.11	1.12	1.13	1.14	1.15	1.16	1.17	1.18	1.19	1.20	1.21	1.22	1.23	1.24	1.25	

Indicator 2	2.5	2.6	2.7	2.8	2.9	2.10	2.11	2.12	2.13	2.14	2.15	2.16	2.17

Indicator 3	3.6	3.7	3.8	3.9	3.10	3.11	3.12	3.13	3.14	3.15	3.16	3.17	3.18	3.19	3.20	3.21	3.22	3.23	3.24	3.25	3.26	3.27	3.28	3.29

Indicator 4	4.4	4.5	4.6	4.7	4.8	4.9	4.10	4.11	4.12	4.13

DO

Indicator 5	5.5	5.6	5.7	5.8	5.9	5.10	5.11	5.12	5.13	5.14	5.15	5.16	5.17	5.18	5.19	5.20	5.21	5.22	5.23	5.24	5.25		

Indicator 6	6.4	6.5	6.6	6.7	6.8	6.9	6.10	6.11	6.12	6.13	6.14	6.15	6.16	6.17	6.18	6.19

Indicator 7	7.4	7.5	7.6	7.7	7.8	7.9	7.10	7.11	7.12	7.13	7.14	7.15	7.16	7.17	7.18	7.19

Indicator 8	8.4	8.5	8.6	8.7	8.8	8.9	8.10	8.11	8.12	8.13	8.14	8.15	8.16	8.17	8.18	8.19	8.20

REVIEW

Indicator 9	9.6	9.7	9.8	9.9	9.10	9.11	9.12	9.13	9.14

Indicator 10	10.4	10.5	10.6	10.7	10.8	10.9	10.10	10.11	10.12	10.13	10.14	10.15

TOTAL NUMBER (amount) OF ADDITIONAL EVIDENCE REQUIREMENTS YOU ARE SEEKING TO BE ASSESSED AGAINST
