



Top Notch 2020 Training Excellence Award

APPLICATION INSTRUCTIONS

An independent jury comprised of industry users, owners and other representatives will select one Joint Apprenticeship Training Committee to receive the Top Notch Training Excellence Award.

QUALIFICATION FOR RECOGNITION: Applicants for the Training Excellence Award MUST:

- Be a formal apprenticeship program for one of the unions of the Indiana State Building Trades.
- Be associated with a union currently financially contributing to Top Notch. (Either via collective bargaining language, through your affiliated union or contractor association or via an annual donation.)

TOP NOTCH TRAINING EXCELLENCE AWARD APPLICATION PACKAGE: Each application should include each of the following:

1) AWARD APPLICATION: A completed Top Notch Apprenticeship Excellence awards application.

2) ENROLLMENT AND GRADUATION DATA: Please include enrollment data for the past five years, including number of apprentices and diversity information. In addition, please include program graduation rates for the past five years.

3) MULTIMEDIA REQUIREMENT: At a minimum, all application submissions should include five photographs or images to support the text of the application.

All applications are encouraged to consider the use of additional supporting forms of media, including PHOTOS, FLASH DRIVES, or POWERPOINT PRESENTATIONS to respond to the application questions. However, such creative materials must be limited to five minutes in length and should be considered supporting materials to the written submissions. The applicant will not present such materials to the jury. The jury will review the materials independently.

Inclusion of photographs and additional supporting forms of media as part of an application authorizes Top Notch to use the material at the annual awards presentation, as well as in advertisements promoting the awards program.



4) **REFERENCES:** Please provide a list of references, including ten apprentices who are currently enrolled in your program and five journeymen who have graduated. Please provide accurate email addresses for each reference.

Top Notch will forward a separate survey to each reference to be completed immediately following receipt of the reference list. *Failure to include references, or incomplete contact information for references, will result in the disqualification of the application submission.*

Please note the judges pay particular attention to the response rate of the reference surveys. Top Notch encourages applicants to follow up with the references to ensure they are responding in a timely fashion.

ADDITIONAL INSTRUCTIONS:

- All Applications should be limited to activities that have taken place in the past 12 months.
- Applications do not need to remain anonymous. Applicants should feel free to utilize the name of their organization in the submission.
- Each applicant will receive a feedback form completed by the jury outlining what worked well on their application and what could be improved for future cycles.

APPLICATION PROCESS:

Please note ALL AWARD APPLICATIONS must be postmarked by MARCH 27, 2020. Applicants can download award applications for each category at the Top Notch website at www.topnotch.org or may request an application be mailed by calling Top Notch at 317-927-0499. Applicants must submit all requested reference lists, including mailing addresses OR email addresses, by the MARCH 27th deadline.

All submitted applications may be typed, printed or hand written legibly and must be POSTMARKED by MARCH 27, 2020. For the purposes of maintaining legibility of all applications, please do not fax submissions to the Top Notch office. All applications should be mailed or hand delivered to Top Notch of Indiana, 1828 North Meridian, Suite 121, Indianapolis, IN 46202.

AWARDS PROGRAM:

The award recipients for each of the above awards will be recognized at the Top Notch Standards of Excellence Program to be held May 14, 2020. Prior notice of recognition will not be given to the award recipients prior to the Top Notch Standards of Excellence Program.



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APPLICATION FORM

Apprenticeship Program Name:

Contact Name:

Address:

City/State:

Phone:

Email:

Website:

How does your program contribute financially to Top Notch of Indiana?

- ☐ We contribute as a result of language in our collective bargaining agreement.
- ☐ We belong to a Labor Management Partnership that contributes to Top Notch (also referred to as the Construction Industry Progress Council of Indiana or CIPC.) Partnership name:
- ☐ Other:



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APPLICATION SUBMISSION

Please review the Standards of Excellence for the Top Notch Training Excellence Award Category. :

In the Indiana Union Construction Industry, there is a commitment to continuous training/education. The established foundation, through jointly managed apprenticeship programs investing more than 42 million dollars in training annually, is unparalleled in the construction industry. In addition, the continuing educational opportunities provided by both labor and management outside of the apprenticeship programs are integral. The end result is a more qualified, productive, and professional workforce for our industry and our client/customers/end users.

Please describe how your apprenticeship program effectively applies the standards of excellence in this award category to **EACH** of the **FOUR** industry categories below. Suggested topics have been provided for each category. These are meant to simply be a guideline, not a requirement. Please provide examples of effective programming or operations that could be replicated by other apprenticeship programs. Answers should be limited to programming or initiatives that have taken place in the past 12 months. . Please limit your response in each category to 500 words or less. Any application not following this guideline will NOT be considered for an award.

I. WORKFORCE DEVELOPMENT :

Suggested topics: Building a Diverse Construction Workforce, Industry Recruitment

II. TRAINING :

Suggested topics: Innovation and Productivity, Safety, Life Skills Training, Business side of Construction, Professionalism. How do you prepare apprentices to be successful?

III. PARTNERSHIP WITH CONTRACTORS

Suggested topics: Contractor input into curriculum development, Partnering with Contractors to increase opportunities for apprentices, unique program development.

IV. DELIVERING VALUE TO OWNERS:

Suggested topics: How do you ensure your apprentices understand the role they play in delivering value to your customers?

END OF APPLICATION