#  Group, organisation and team

**Effective staff recruitment and retention category entry form**

**Project name:**

**Effective staff recruitment and retention**

*Attracting, recruiting and retaining staff is a challenge. In this category, we’re looking for organisations that have been successful in recruiting, developing and keeping skilled and competent staff. This could be through new ways of reaching, attracting and selecting good candidates, use of apprenticeships or ways of training, developing and rewarding staff that help them develop into their roles and stay with their employer.*

**The closing date for entries is 5pm, Friday 10 December 2021.**

**How to complete this form**

Before you fill out this form, take a look at this guide to help you make sure your entry is as strong as possible.

Make sure you:

* answer every question on this form – **if you don’t, your form won’t be scored by our judges**
* when you’re answering the questions, don’t just tell us your project’s amazing – tell us **why** it’s so good and **how** it makes a difference
* clearly show how your project’s work and achievements are relevant to the category you’re entering
* give us as much evidence from as many different people and organisations involved in your project as possible, including people who are supported by your project – do you have any statistics that show the difference your project has made or quotes from people who’ve benefitted from your project? If so, include them
* don’t copy and paste your answers from other awards you may have entered – make sure the answers you give are relevant to the questions you’re answering
* stick to the word counts – **our judges won’t shortlist any entries that go over the word count.**

Before you send us your form, make sure you:

* keep a copy of it
* save it and include the name of your project or organisation in the title
* are aware of the [important dates for entrants](https://socialcare.wales/service-improvement/enter-the-accolades-effective-staff-recruitment-and-retention-category#section-40274-anchor).

**Want more information?**

If you have any questions about this form or the Accolades in general, get in touch with us at accolades@socialcare.wales or on 01745 586867.

1. **Briefly tell us about your project:**

(No more than 500 words)

1. **What difference has your project made and how do you know if it has made a difference?**

(No more than 1,000 words)

1. **What have you learned along the way (what’s worked well, what hasn’t) and what changes have you made as a result of what you’ve learned?**

(No more than 500 words)

**Contact details**

Organisation:

Name:

Job title:

Department:

Address:

Post code:

Telephone or mobile number:

Email:

If your project is part of a partnership, provide details of all the organisations or departments involved:

**How did you hear about the 2022 Accolades?**

[ ]  Social Care Wales website [ ]  Facebook

[ ]  Email [ ]  Twitter

[ ]  Social Care Wales email update [ ]  Media

[ ]  Event or conference [ ]  Your local authority

[ ]  Your manager [ ]  Previous entrant

[ ]  Word of mouth [ ]  Other (please specify):

**Data protection statement**

Social Care Wales is registered as a data controller with the Information Commissioner. We have a responsibility to protect your data and comply with legislation, including the Data Protection Act 2018, and we take this responsibility seriously. Take a look at our [privacy notice](https://socialcare.wales/generic-content/privacy-notice#section-29356-anchor) for more information.

By signing this form, you agree that we can collect any:

* names, contact details, job roles and places of employment included in this application.

We will use this information to:

* process your application
* create a shortlist of Accolades finalists and choose a winner through a judging process
* contact you about the Accolades
* contact you after the Accolades to support the sharing of notable practice.

We may share this information with:

* the judging panel
* a media company creating videos of the finalists on our behalf.

You have some rights under the Data Protection Act 2018 to control how we use your data, by asking us to change it, delete it or limit how we use it. To do this, contact Kate Salter, our Data Protection Officer (DPO), at kate.salter@socialcare.wales.

If you believe we hold information about you that is inaccurate or incomplete, you can ask us to review the information and correct it / add to it.

If you object to us processing your information or if you want us to delete your information, contact our DPO so we can consider your request and the basis for it.

**Access to information**

Social Care Wales is committed to open government and operates under the National Assembly for Wales Code of Practice on Public Access to Information. Any information you provide may be released under the Code, subject to certain exemptions. You should let us know if you are providing any information that is commercially confidential. By signing and sending us this form, you agree to us processing your data in the ways described above.

[ ]  I declare the information provided on this form is correct and I am eligible to submit this form on behalf of my organisation.

[ ]  I agree that Social Care Wales can use the information provided on this form to promote and publicise the Accolades.

[ ]  I have read and accept the [rules and terms of entry](https://socialcare.wales/service-improvement/enter-the-accolades-effective-staff-recruitment-and-retention-category#section-40272-anchor) for the Accolades.

**Signature**

**Date**

Email your completed form to accolades@socialcare.wales

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