­

**HIGHWAYS ENGLAND**

**SUPPLIER RECOGNITION SCHEME**

**Building Capacity and Capability**

**ENTRY FORM**

|  |  |
| --- | --- |
| Title of Submission\* |  |
| Supplier Name\* |  |
| Name & company details providing an endorsement to the submission\*  **(see guidance)** | **ALL SUBMISSIONS MUST INCLUDE AN ENDORSEMENT** |
| Tier 1 / Direct HE Contract Supplier Entrant\* | **YES / NO Please mark as applicable** |
| Extended Supply Chain\* | **YES / NO Please mark as applicable** |
| SME entrant\*\* | **YES / NO Please mark as applicable** |
| joint entrant\* – consider including any other company that has contributed to the entry | **YES / NO Please mark as applicable** |

\* All of the above are mandatory.

\*\* Definition of an SME: The European **definition** of **SME** follows: "The category of micro, small and medium-sized enterprises (**SMEs**) is made up of enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding 50 million euro, and/or an annual balance sheet total not exceeding 43 million euro." (this includes the whole company structure including parent companies)

**Building Capacity and Capability**

##### Company name & address (expand if necessary):

**Contact name & Position/Grade:**

**Telephone number:**

**Email address:**

**Delete as appropriate**

**For joint submissions please confirm the above company is the main**

**Yes/No**

**point of contact**

Are you prepared for extracts from your submission to be used in a

**Yes/No**

Best Practice Report?

Category Criteria:

Provide evidence where you recognise suppliers that bring in new talent from a much wider pool and develop that diversity of talent to meet programme needs.

May include evidence of:

* Accessing the potential employment market using innovative approaches to tap into a diverse talent pool across all sectors of society.
* Targeted proactive long-term strategies to access communities, educational organisations, and other employment initiatives to recruit talent from both traditional and non-traditional routes (for example internet channels).
* Application of understanding the skills required to deliver roles that expand the potential capacity by, thinking more laterally on the essential skill set required. Avoiding pre-conceived ideas on the role individuals should do to avoid stereo-typing.

Submission should be no more than **6 pages** (not including front page), **Ariel Font 11,** and should be supported by an endorsement from your current Highways England contact and include any other relevant references and/or Motivating Skills Toolkit (MST) Performance Measures evidence. The additional supporting evidence (endorsement, references, MST) are not included in the 6 page limit but must be limited to one side of A4 each.

Any additional annex/documents (apart from MST and/or references) will **not** be judged.

Executive Summary

**Provide a short summary / bullet points of the submissions key points (max 150 words)**

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COMBINE ALL SUPPORTING ENDORSEMENT, REFERENCES &/OR MST AND ADD AS FINAL PAGES TO THIS SUBMISSION AND SCAN AND CONVERT TO PDF FORMAT SO EACH SUBMISSION IS ONE DOCUMENT

PLEASE TITLE YOUR SUBMISSION AS FOLLOWS –

Supplier name\_title of submission\_category