

City & Guilds Foundation

Giltspur House
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UK

Princess Royal Training Awards

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cityandguildsfoundation.org

Terms and Conditions

1. Applications

- 1.1. The City and Guilds of London Institute, a body incorporated by Royal Charter and registered as a charity in England and Wales (Reg. No.312832) and Scotland (Reg.No.SC039576), whose registered office is at 5-6 Giltspur Street, London EC1A 9DE ("**City & Guilds**") invites applications from any training initiatives that have substantially and demonstrably contributed towards the success of an organisation as well as supported the growth of its employees.
- 1.2. Applications for the Princess Royal Training Awards ("**PRTA**") are subject to the following terms and conditions ("**Terms**"). Please read these Terms carefully and indicate your consent by selecting the tick box before proceeding to the online application form. Should you refuse to give us your consent we will be unable to process your application.

2. Application process

- 2.1. Applications must be submitted via the online application form no later than midnight on the closing date stated at www.princessroyaltrainingawards.com. Submitted applications cannot be amended after final submission. All applications will be acknowledged.
- 2.2. Following the closing date, applications will be reviewed by a team of independent assessors, led by a Chief Assessor. Applications will be shortlisted and either an online or a site visit may be arranged for the shortlisted applicants. Subject to the approval of the President of City and Guilds of London Institute, HRH The Princess Royal, the PRTA Chief Assessor will make the final decision on the awarding of the awards by City & Guilds.
- 2.3. Applicants will offered guidance and feedback at all stages of the submission process and successful applicants will be contacted on 15 August (or as advertised) and announced on www.princessroyaltrainingawards.com.
- 2.4. Awards are made entirely at the discretion of the City & Guilds and City & Guilds will select applicants it deems to be the most deserving in its sole discretion. City & Guilds decision is final and there is no right of appeal. Unsuccessful applicants will be given feedback.
- 2.5. City & Guilds will not accept any responsibility for loss or damage in relation to any application.

The City and Guilds of London Institute, Founded 1878

Incorporated by Royal Charter

Registered Charity in England and Wales 312832 and in Scotland SC039576

The City and Guilds of London Institute operates as the City & Guilds Foundation

President: HRH The Princess Royal
Chair: Dame Ann Limb DBE CBE DL FCGI
Interim Chief Executive: Mike Adamson CBE

3. Eligibility

- 3.1. Applicants must not be employed by City & Guilds, or its associated companies, or be a member of an employee's immediate family.
- 3.2. City & Guilds will disqualify any applicant that it knows, or has reasonable grounds to believe, is ineligible for an award on the grounds of misrepresentation, misconduct, fraudulent behaviour and/or has breached any of these Terms and/or any applicable law.

4. General

- 4.1. Applicants consent to the use of their personal information by City & Guilds, and its associated companies, for the purposes of administering the PRTA and informing and providing applicants of products and/or services offered by City & Guilds, and/or its associated companies. City & Guilds shall comply fully with the content and principles of the Data Protection Act 1998 when dealing with such personal information.
- 4.2. City & Guilds reserves the right to cancel the Princess Royal Training Awards and amend these Terms without notice. It is the responsibility of applicants to keep themselves informed as to any changes to the Terms and conditions of entry.
- 4.3. The Terms shall be subject to and construed in accordance with the laws of England and Wales and the parties hereby submit to the exclusive jurisdiction of the English courts.

Updated November 2025