

Work Wise Mark of Excellence

The Work Wise Mark of Excellence is awarded in recognition that you actively plan and promote smarter working. Achieving this award can make you an employer of choice in a labour market that is becoming more demanding, and a marketplace that expects employers to recognise diversity and the needs of the individual and society.

Who should apply for the Mark of Excellence?

The Work Wise Mark of Excellence is relevant to organisations of all sizes and from all sectors who wish to demonstrate that they lead the field in their approach to smarter working.

Who has defined the criteria in the standard?

The Work Wise Mark of Excellence is assessed using the Work Wise UK Standard. This has been developed over a 12-month period, in collaboration with the TUC, Transport for London, HBOS, NHS, BT and the Association for Commuter Transport and brings together the best in current thinking.

The standard itself provides a framework both for organisations that have already introduced smarter working practices and wish to go further, or those that are just realising the benefits and want to start reforming their working practices.

How do I demonstrate that I meet the standard and can be awarded the Work Wise Mark of Excellence?

The award is made following an assessment by Work Wise Assessors. Assessment for the Mark of Excellence will normally take two days and require an organisation to demonstrate:

- Understanding and use of smarter working techniques as a strategic planning tool
- Staff involvement in defining future strategies
- Vision in planning for the future

The assessment determines how effective an organisation is at recognising that smarter working, in its widest sense, contributes to not only organisational success, but employee satisfaction.

It covers the following elements:

- Operational benefits
- Client benefits
- Employee benefits
- Change management
- Legal aspects
- Transport and environment
- Healthy workplace

Organisations are required to define and submit an action plan before they are awarded the Mark of Excellence. The award is made for a period of 3 years. Each year plan is updated during a surveillance visit from an assessor.

What sort of information will I have to provide?

Most information is gathered by meetings with key members of staff from both functional and operational areas. You will be asked to provide sight of procedures and documentation that support your application, and your policies and approaches will be verified by your staff.

How long will it take to achieve the Work Wise Mark of Excellence?

You may be ready to be awarded the Mark of Excellence. If this is the case you could receive your award within a few weeks. If when you look at the framework you feel you have more work to do, then you can delay the assessment by up to 6 months.

How much will it cost?

The assessment fee comprises the following elements:

Registration fee

Assessment fee

Award fee

Monitoring fee

The registration and assessment fees are payable upon registration, and the award fee becomes payable on award of the Mark of Excellence. The annual monitoring fee is payable on the anniversary of award.

The fees payable are dependent on the number of employees in your business, and specific information about the cost can be obtained by contacting Adam Le Gresley on 01784 473005.

Overview of the elements of the Work Wise UK Standard

Element	Organisations must demonstrate:
1 – Operational benefits	The contribution smarter working makes to Staff , Premises and Service delivery effectiveness
2 – Client benefits	How smarter working is managed to ensure service or product delivery effectiveness
3 - Employee benefits	The positive impact smarter working has on employees
4 – Change management	How the vision, communication and implementation of smarter working is managed
5 – Legal aspects	The organisation complies with legal issues raised by smarter working
6 – Transport and environment	Proactive management of travel in work and to work
7 – Healthy Workplace	The link between healthy workplace and organisational effectiveness