

Notes for Entrants 2018

1. AIMS

The aims of the UK Career Development Awards are:

- To identify and promote excellence in career development
- To celebrate and generate a sense of pride in the career development profession and our partners
- To raise the profile of career development and the CDI

2. CATEGORIES

The emphasis in all categories is on initiatives which can demonstrate:

1. Meeting client needs
2. Best practice
3. Evidence of inclusive practice and/or challenging stereotypes
4. Innovation
5. Contribution to the development of the profession
6. Impact on clients/customers/self/organisation

Self-nominations and entries from student members are welcome and encouraged. Entries can range from an individual practitioner's approach to meeting client needs to whole organisation approaches to tackling career development issues.

In 2017 we will be promoting ten Award categories:

1.1 Individual Best Practice Awards

- Career Adviser/Coach of the Year
- Career Educator of the Year
- Career Services Manager of the Year
- Rodney Cox Lifetime Achievement Award (awarded by the CDI Board)

1.2 Best Practice CPD, Employer and Special Schools

- Company CPD Programme
- Innovative and Impactful Employer Engagement Activity
- Career Programme in Special Schools

Entrants to these Awards do not need to be CDI affiliate organisations, although this is recommended.

1.3 Best Practice Research and Technology Awards

- Research Undertaken by a Careers Professional
- Use of Technology in Career Development
- Providing Careers and Job Information (website)

3. WHO CAN ENTER?

Any Individual Member or Affiliate Organisation can apply for any or all of the Award Categories. Members, including student members, are encouraged to self-nominate.

Entrants to the *Company CPD Programme; Innovative and Impactful Employer Engagement Activity* and *Career Programme in Special Schools* best practice Awards do not need to be CDI Affiliate Organisations, although this is encouraged.

The Rodney Cox Lifetime Achievement Award will be nominated, agreed and presented by the CDI Board, led by the elected President.

4. THE JUDGING PROCESS

- A Short-listing team comprising the Executive and Board Directors will shortlist for all Awards. A Judging Panel, PSC and Council Members will make the final selection and choose a winner in each category.
- The Board will consider and award the Rodney Cox Award.
- The sponsor of the UK Career Development Awards will be invited to join the final judging panel.
- The Judging Panel will assess each entry submitted by the Short-listing Panel, using the criteria outlined below and their own knowledge, experience and understanding of the relevant issues.

JUDGING CRITERIA

Please read this section carefully and note the specific criteria, where identified, for the Award that you are applying for.

Remember that the judges only have your application form to refer to, so it is important that you use the limited space to provide evidence against the criteria below.

Judging panels will use the following overarching criteria:

- Excellent and evidenced response of professionalism/best practice/product/activity from customers/clients/staff/partner organisations
- Contribution to the development of the profession/career development practices
- A model of best practice – this is not about financial investment or people, but good practice
- Evidence of inclusive practice and/or challenging stereotypes
- Innovation – this is about value-added not scale or scope
- Sustainability including evidence of impact and highlighting the longer term benefits to individuals/organisations
- Adherence to the Award entry guidelines on the application form.

Additionally some awards will put increased emphasis on specific criteria:

- i. All Individual Best Practice Awards
 - Judges will be looking for how the entrant has contributed to the career development profession through their individual practice;
 - How the nominated individual has identified their needs and developed themselves/invested in their CPD

- It is desirable that applicants for individual best practice wards are on/in the process of joining the UK Register of Career Development Professionals
- ii. Company CPD Programme
Judges will be looking at how the programme addresses:
 - The purpose and designs of the annual CPD programme
 - Individual learning need;
 - Delivery – innovative approaches
 - Evaluation and continuous improvement
- iii. Technology and Research Awards
 - Judges will be looking for how the technology/website/research has contributed to the career development profession

5. THE 2018 TIMETABLE

Monday 9 October	Awards launched through website and News by Email
Friday 29 December	Closing date for entries at 1700
TBC January 2018	Short Listing Panel
TBC February 2018	Final Judging Panel
Winners notified	At the UK Career Awards Dinner – Hilton Hotel, Leeds. Wednesday 7 March 2018

6. THE AWARDS

There will be **One Winner** for each category. All winners will receive a certificate and a specially commissioned piece of crystal, presented by the Award sponsor.

As part of the submission process you will be asked to confirm that you will attend the UK Career Development Awards Dinner, if shortlisted. Regrettably the Award cannot be made without a guarantee of attendance.

7. THE ENTRY FORM

To enable us to share data easily we ask that you **complete the online form**. Any evidence that that you provide to support your application must be sent electronically, adhering to the restriction on the number of pages that can be submitted.

You must complete a separate entry form for each application and ensure you only complete Section 1 **or** 2, and not both.

Section 1 – Outstanding Individual Contribution:

- Please tick one category only. A separate form should be used for each entry.
- Please give the name and full contact details of the person you are nominating. If shortlisted this person will be expected to attend the Awards Dinner on Wednesday 8 March and collect the Award if given.
- Please also ensure you include your details as nominator.
- You are permitted to self-nominate in these categories.

Section 2 – Best Practice, Innovation and Research

- Please tick one category only. A separate form should be used for each entry.
- Please give the name and full contact details of the entrant. This can be an individual applying in their own right or the representative of the organisation making the application. If shortlisted this person will be expected to attend the Awards Dinner on Wednesday 7 March at the Hilton Hotel, Leeds and collect the Award if given.

Section 3 – Description of the project/projects; activity/activities

A comprehensive description of the project/activity/person being nominated is required. (One page only; Calibri size 11.)

Section 4 – Supporting materials/evidence

Supporting materials and clear evidence such as email links to publications, witness statements etc. can be included as evidence. These must be clearly labelled and listed. You will need to provide clear evidence of outcomes/evaluation/feedback from users, and impact. NB All materials must be submitted electronically.

Section 5 – Why your entry/nominee should receive an Award

It is essential to outline the reasons why the entry/nominee should receive an Award. You should highlight the special features of the work that deserve the recognition of the profession.

Section 6 – Please provide a short 200 word summary of your entry

It is essential that a summary is submitted with your entry as this will be used when compiling publicity materials.

It is our intention to create UK Career Development Awards brochure which will be on tables at the Awards Dinner.

GENERAL GUIDELINES FOR ENTRANTS

- A separate form must be submitted for each Award category entered.
- The closing date for entries is 17.00, Friday 29 December 2017. Please submit to: ukcda@thecdi.net
- Any supporting materials must be clearly labelled (name, organisation if appropriate and email address), scanned and submitted electronically, working within the page limits.
- There is a two-stage judging process: an initial Short-listing Panel, followed by a final Judging Panel. The judges will decide whether to make Awards in each category.
- No correspondence will be entered into concerning judges' decisions, which are final.
- In order to be eligible to receive an Award you or your organisation must:
 - Be an Individual Member or Affiliate of the CDI.
 - Entrants to the *Company CPD Programme; Innovative and Impactful Employer Engagement Activity and Career Programme in Special Schools* best practice Awards do not need to be CDI Affiliate Organisations, although this is encouraged.
 - Attend the UK Career Development Awards Dinner

- By entering these Awards, applicants are agreeing to attend the UK Career Awards Dinner on Wednesday 7 March at the Hilton Hotel, Leeds. Regrettably Awards will not be given if the named nominee (if individual Award) or representative (if team/organisation) does not attend.

If you require any further information, your contact for the UK Career Awards is: Jan Ellis jan.ellis@thecdi.net or dan.hope@thecdi.net