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**SGUK NATIONAL**

**HEALTH AND SAFETY**

**AWARDS**

**2019**

Development Through Education Awards

Entry Pack



**Form 04**

**SGUK**

**NATIONAL HEALTH AND SAFETY AWARDS**

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| **Development Through Education Awards 2019** |

# Entry Form

# Submission deadline – Friday 4th October 2019

# By Email to: safetygroupsuk@rospa.com

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| --- | --- | --- | --- | --- |
| **Entrants Details** | | | | |
| **Organisation Name:** |  | | | |
| **Type of organisation:** |  | | | |
| **Specialisms or important features of the Organisation:** |  | | | |
| **Submitted by:** |  | |  | |
| **Contact details (1):** | Tel: |  | Email: |  |
| **Contact details (2):** | Tel: |  | Email: |  |
| **Address:** |  | | | |
| **Safety Group Details (if organisation is a current member)** | | | | |
| **Safety Group Name:** |  | | | |
| **Contact in Safety Group:** |  | | | |
| **Contact details:** | Tel: |  | Email: |  |

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| --- |
| **Please provide a title for your award submission** |
| ***This will be added to the award certificate provided to winners. This is to certify that the Award has been awarded to XXX for their entry [ 60 characters maximum ]*** |
| **Please provide a summary description of your award submission** |
| ***Approximately 250 words*** |
| **Supporting information:** |
| ***You may provide additional supporting information, please list information provided and explain what it will show the judges*** |

*Entries will be evaluated to select those required to make a presentation to the judges.*

*By submitting an entry for this award we agree to be bound by the SGUK Awards Rules of Entry.*

## Rules of Entry SGUK Awards

## General rules of entry:

1. Entries must be submitted by the entry date in the format required by the entry form.
2. All entries will be given equal consideration.
3. Permission for entries to be shared and copied or adapted **Free of Charge** by Safety Groups and other organisations is a condition of entry.
4. All entries may be used to create interest in the Awards through specialist press and the SGUK website and/or case study material by the HSE, and other partner organisations.
5. A panel appointed by the SGUK Board will judge the entries and allocate awards. The decision of the panel will be final.

## Rules of entry for Development Through Education Awards:

1. Entries must contain evidence of working with either learners at School, College, University, Employer Academy or similar organisation providing education or Safety Group; or those leaving education who are entering the workplace or apprentices involved in an apprenticeship scheme or some other scheme that provides education in readiness for employment.
2. There are no age restrictions regarding learners.
3. The awards are open to organisations of any size based or operating in the UK, whether or not they are currently a member of a Safety Group and all Safety Groups in the UK.
4. Entrants must provide a title and describe the purpose of the ‘initiative’, and how it demonstrates effective educational engagement to advance health and safety, including the methods adopted and the health and safety outcomes achieved.
5. The initiative must have taken place within 18 months of the date that the award is closed for entries.
6. Entrants must be willing to present their entry to the panel at a venue and time to be advised. The presentation should be no more than 30 minutes. The presentation can be made in person or by use of active electronic presentation means, for example, Skype.
7. Entrants must be willing to present a short summary their entry at the SGUK Awards Ceremony. Two free places at the awards ceremony will be provided to the winner to enable this to take place.

**Guidance on completing the entry form, providing information and the entry process**

Entries for the SGUK Innovation Awards are open to organisations of any size based or operating in the UK, whether or not they are currently members of a Safety Group, including Safety Groups.

The aim of the awards is to recognise the excellent work that has involved learners of any age in an initiative that demonstrates effective educational engagement to advance health and safety.

SGUK encourages Safety Groups and others to find and use interesting ways to develop learners through education. Many Safety Groups organise activities that focus on specific groups of people that are within this category.

Please remember that you are completing an entry form to enable the judges to analyse your entry to decide who will be asked to make a further presentation to the judges and to decide an overall winner of the Development Through Education Awards. How you complete the entry form should assist this process. You should avoid combining different initiatives in one entry, this can inhibit the judges’ view of the submission. It is better to make more than one clear and specific entry or decide which aspect is the best and submit an entry based on this.

One of the important aspects of the process is that you need to *communicate* to the judges the relevance and purpose of your initiative in the **summary description**. This means that if you are going to do this well you will need to carefully explain how you have met the aim set out above and the criteria set out in the rules of entry.

Where possible, please use a maximum of 250 words to provide a summary description of your entry. Make every word count. This is sometimes best done by drafting the answer and another person who was not involved reading it to see how well your answer communicates what you intended. If no one else is available, put your entry form away for a few days and then come back and read it, you may then be able to see how it could be clearer or more convincing.

Your entry form may need to be **supported by additional information**. Additional information should be sufficient for the judges to understand your entry and provide confirmation of what you are stating. You will need to list the additional information and explain what it will show the judges. For example, if you have included a copy of a learning programme related to your entry explain why. If the learning programme is used to illustrate that you provided engaging education and the outcomes, explain this in your list. If you want the judges to understand how this was effective engagement with learners explain this in your description.

Additional information is best provided in a form that is referenced, there is not just one way to do this, but the judges will find it easier to understand your entry if they can quickly identify the additional information you are referring to.

Your entry form and additional information is usually printed and prepared for the judges in a pack that can be easily considered by a number of judges on the day of the judging. However, the judges do have access to a computer and the internet at the time of judging so your evidence can be in electronic form.

The initial entry is evaluated by the judges to determine which entries they wish to see presented to them in more detail and to enable further questions to be asked by the judges to determine the innovation and relevance of the entry. This presentation can be made in person on a date to be specified or an active electronic presentation method, for example Skype, may be used to make the presentation on the day.