

## **NAMSS STUDENT SERVICES AWARDS 2017-18**

The categories for the NAMSS Student Services Awards 2017-18 are:

- Student Services Team of the Year
- Student Services Team Member of the Year
- Inspirational Leader of the Year

There will be three nominees shortlisted against each category who will be invited to attend the Gala Dinner – see further details below.

### **Brief:**

If you would like to enter, all you have to do is complete the attached entry form by **Friday 22<sup>nd</sup> December 2017** with as much information, details and clear supporting evidence as possible within the limitations of the word count.

- **Student Services Team of the Year** – Has your student services team had an extraordinary year? Have they positively impacted on the students' experience beyond the usual expectations? Have you got a team who deserve to be recognised for their collaborative, inspirational and innovative spirit?
- **Student Services Team Member of the Year** – Has a member of the student services team in your college gone above and beyond in their role which has had a significant impact on learners? What has been the impact on the team, and/or the college?
- **Inspirational Leader of the Year** – Do you work for someone who motivates others when times are tough? Someone who puts others' interests ahead of their own? Do they inspire their team to strive for the very best? Have their strategies and actions had a significant, positive and demonstrable effect on their team or the learners?

### **Eligibility to Enter:**

Any NAMSS member college is eligible to apply but there can be only one entry submitted per category per college. If a college enters who has an employee sitting on the NAMSS' Executive Board, that member will declare a conflict of interest and will not form part of any judging panel or process.

### **Prizes:**

For each category, prizes will be awarded to the institution as follows:

- First Prize - £1,500
- Second Prize - £750
- Third Prize - £500

All winning entrants will also receive a commemorative plaque.

Winners will be announced at our Annual Conference Gala Dinner on Monday 19<sup>th</sup> March at the Hyatt Hotel, Birmingham. All shortlisted entries will be offered one free place at our Annual Conference Gala Dinner and anyone wishing to purchase additional places can do so at cost price.

### **How to enter:**

Entries should be submitted to Jackie Cannell, NAMSS Operations Officer, PO Box 176, Huntingdon, PE27 9DJ or via email to: [jackie.cannell@namss.ac.uk](mailto:jackie.cannell@namss.ac.uk). All entries will be acknowledged on receipt.

Remember, the deadline for entries is Friday 22<sup>nd</sup> December 2017; entries received after this date will not be considered.

### **Judging:**

The independent judging panel will comprise of members of the NAMSS Executive Board who will use the following criteria to help them reach their decisions, each of which will be equally weighted with the exception of entries for the Inspirational Leader category where marks for those criteria will be aggregated to account for 50% of the overall score:

#### **For Student Services Team and Member Categories:**

- **Excellence and innovation:**
  - contribution to the improvement of services for all learners
  - implementation and outcomes of innovative practice to the benefit of service users
  - results for learners/service users, including unexpected positive results
  
- **Learner focus/outcomes:**
  - engagement of vulnerable learners including those with special educational needs
  - increasing student engagement including innovative methods of communication
  - successful monitoring of learner progress including interventions to improve outcomes
  - processes for collecting service user needs and satisfaction levels and actions in response to improve services
  
- **Supporting other teams/colleagues:**
  - ability and willingness to work successfully outside area of expertise
  - shares expertise and knowledge of current issues and trends to improve services
  - displays initiative and excellence in significantly improving systems, technical procedures, or administrative practices
  - fosters an atmosphere of collaboration and creativity to improve services for learners

#### **In addition - For Inspirational Leader Category:**

- **Professionalism and commitment to their role/team/service users:**
  - having strategic vision and providing a clear direction for their team
  - motivating and inspiring others to achieve the best that they can
  - mutually beneficial engagement with other agencies and professionals external to your organisation
  - demonstrates true leadership qualities in managing their staff/service/resources effectively
  - demonstrable positive impact and results on their team and outcomes for learners/service users

You may include relevant, numbered appendices with your application e.g. data tables, newspaper articles or publicity photos relevant to key aspects of your nomination. Please do not exceed more than 3 Appendices - only Appendices numbered 1 to 3 will be considered by the panel.

Accepted file types include JPG, JPEG, PDF, DOC, DOCX, XLS, XLSX. No multimedia items (e.g. YouTube videos) or discs will be accepted with nominations. **Maximum accepted files size is 10 MB.**