

Award Application Form (UK)

Application Window Monday 12th February – Monday 30th April 2018

The BICSc Annual Awards is now one of the largest and most influential networking events in the cleaning and FM industry's calendar celebrating the achievements of individuals and organisations highlighting excellence in training and accreditation.

Do you strive to deliver the highest possible standards? Do you want recognition? If the answer is yes, apply today!

Entering the awards will provide your organisation with the following benefits:

- Publicity and recognition of your achievement throughout the cleaning industry
- Press and media coverage in various cleaning industry publications
- Notification of our winners to over 20,000 BICSc members via the BICSc Magazine The Standard, Newsletters, Social Media and our Website
- Winners are regarded as the best in their category and your organisation can promote this in its own press articles and news
- Winners will be reimbursed for the cost of one Awards Dinner Ticket and one night's accommodation (double room) at Whittlebury Hall Hotel & Spa on the night of the 27th September 2018
- Winners will be presented with their award, a bespoke trophy on stage with key industry professionals from around the world in attendance
- All finalists receive a certificate marking their achievement and are invited to the pre ceremony photo-shoot with the BICSc National Council Chairman
- All winners will be issued with a special BICSc logo that reads "Award Winner". This can be used on all literature used by your company as recognition of your achievements

The Judging Process

Stage one:

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Our panel of Judges will review all submitted entries.

They will assess each submission and judge them based on the specific information requested on the entry form and on the delivery of accredited training.

The highest scoring entries will become short-listed applicants and go on to the second stage of judging.

Successful shortlisted applicants will be contacted to arrange a site-judging visit and details of what the visit will entail.

Stage two:

As part of the judging process, all short-listed applicants will be required to take part in a validation site visit between May and June 2018.

Stage three:

Successful finalists will be informed by phone and email; winners will be announced at the ceremony on the 27th September 2018.

We also recommend you purchase your tickets to attend the event early to avoid disappointment.

Please note: An applicant's success will not be based on the size of the organisation.

Guidance on Preparing your Application

For your entry to be successful, it is vital you read the entry form and conditions of entry carefully before completing your application.

1. All applicants must fully complete **section one** of the form and must indicate which award(s) you are entering.
2. Please note you can only nominate one individual person for Assessor and/or Candidate of the Year please complete **section three / four** of the form for each individual.
3. Be conscious of the Award category title and its objectives when submitting your application. It is important that each application is unique and clearly states why the Judges should consider your entry.
4. Use your written submission to show the Judges what makes your Accredited Training Organisation (ATO) or Accredited Training Establishment (ATE), Candidate of the Year (ATO & ATE), or Assessor of the Year (ATO & ATE), stand out from the crowd, and also ensure that you keep your entry simple and relevant.
5. **Section eight** must be completed in full
6. **Your application should include:**
 - a. A photograph (internal or external) of the premises, nominated Assessor and/or student entered.

Conditions of Entry

1. Only companies or organisations based within the United Kingdom can apply.
2. Entries can only be accepted for fully licensed ATO's / ATE's and their nominated Assessor(s). **Please note ATP's cannot apply.**
3. All entries must be signed and dated to be valid. Should you wish to complete the form electronically, please do and then email it to us, a signature will not be required. By emailing the form to us, you declare that the information on this form is true and accurate. Your email is taken as substitute for your signature.
4. All entries must be submitted no later than **17.00 on Monday 30th April 2018** to awards@bics.org.uk or alternatively they can be posted to BICSc, 9 Premier Court, Boarden Close, Moulton Park, Northampton, NN3 6LF.
5. All finalists must be available to attend the BICSc Awards Dinner on Thursday 27th September 2018 Whittlebury Hall Hotel and Spa, Whittlebury, Towcester, Northamptonshire NN12 8QH.
6. Winners will be announced at the Awards Ceremony.
7. For ticket and event details please visit bics/awards.co.uk or call 01604 678 710.
8. Category winners will be reimbursed for the cost of one dinner ticket and could be refunded accommodation costs, this is dependent on the award won.
9. You must indicate in **section one** which award(s) you wish to enter.
10. **Section eight** must be completed in full in order to be considered.
11. You must answer every relevant question in order to qualify.
12. The decision of the judging panel will be final, and no correspondence will be entered into post event.
13. Closing date for entries is the **Monday 30th April 2018.**

Award Categories - General Criteria

There will be 8 categories this year, the criteria is as follows:

1. **BICSc Award for Excellence in Training and Assessment within an Accredited Training Establishment (ATE) (HMP Service)** Open to entries from BICSc approved ATE's within the prison service.
2. **BICSc Award for Excellence in Training and Assessment within an Accredited Training Organisation (ATO)** Open to entries from a company/organisation approved by BICSc as an ATO, delivering BICSc to their employees.
3. **BICSc Award for Outstanding Candidate of the Year** Open to entrant's who have received BICSc training within the previous 12 months, nominations are to be received from an ATO, ATE or ATP.
4. **BICSc Award for Outstanding Assessor of the Year within an Accredited Training Organisation (ATO)** Open to entries from an ATO for a nominated assessor within their company/organisation.
5. **BICSc Award for Outstanding Assessor of the Year within an Accredited Training Establishment (ATE) (HMP Service)** Open to entries from an ATE for a nominated assessor.
6. **BICSc Award for Client Commitment to Training** Open to entries from contractors who's Client is fully supportive and works in partnership with them to provide BICSc accredited training.
7. **BICSc Award for Cleaning Manufacturer/Distributor Excellence in Training and Support** Open to entries from BICSc members.
8. **BICSc Award for Cleaning Excellence in the delivery and practice of Health & Safety through BICSc training** Open to entries from BICSc members.

Section One Applicants Details

BICSc Use Only
Applicant No.

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All applicants must complete this section. BICSc will use these details to contact you throughout the review process.

Company/Organisation Name:	
Contact Name: (Person to be contacted by Judges to arrange a site visit if short-listed)	
Professional Title:	
Company / Organisation Address & Postcode:	
Telephone:	
Mobile:	
E-mail:	
Type of organisation:	

Please indicate with a ✓ in the relevant box the Award(s) you wish to enter.
Complete section three of the applications form for each nominated
Assessor/Candidate

BICSc Award for Excellence in Training and Assessment within an Accredited Training Establishment (ATE) (HMP Service) Complete SECTION 2	
BICSc Award for Excellence in Training and Assessment within an Accredited Training Organisation (ATO) Complete SECTION 2	
BICSc Award for Outstanding Candidate of the Year Complete SECTION 3	
BICSc Award for Outstanding Assessor of the Year within an Accredited Training Organisation (ATO) Complete SECTION 4	
BICSc Award for Outstanding Assessor of the Year within an Accredited Training Establishment (ATE) (HMP Service) Complete SECTION 4	
BICSc Award for Client Commitment to Training Complete SECTION 5	
BICSc Award for Cleaning Manufacturer/Distributor Excellence in Training and Support Complete SECTION 6	
BICSc Award for Cleaning Excellence in the delivery and practice of Health & Safety through BICSc training Complete SECTION 7	

Section Two

Excellence in Training and Assessment

Complete this section if you are entering your centre for the relevant award categories 1 (ATO) or 2 (ATE) Award for Excellence in Training and Assessment.

Centre Name:
Centre Number:
This section demonstrates compliance with policies and procedures required to provide an excellent centre. This includes Health and Safety, Equality and Diversity and any applicable / relevant Company policies. You should demonstrate how you adhere to these in your submission. (Maximum 300 words)
This section describes what impact and differences the BICSc accreditation and training has made to individuals within your organisation. You should demonstrate how this has been achieved in your organisation with specific examples. Additional supporting evidence may be attached to your application. (Maximum 300 words)

This section requires explanation of why BICSc training and assessment continues to be important to your organisation, how this supports the service delivery and customer expectations / requirements. You should demonstrate how this has been achieved in your organisation with evidence and specific examples. Additional supporting evidence may be attached to your application. (Maximum 300 words)

This section is an opportunity to demonstrate why your specific centre is the best. This should include the areas that are felt to be significantly better than the norm. There should be clear examples that show how the activity of the centre delivers quality in all aspects of training performance, assessment and upholds the Mission Statement of BICSc. (maximum 500 words with any above this number excluded from consideration.)

Section Three Outstanding Candidate of the Year

If nominating more than one person, please complete this section of the form for each applicant.

Please indicate ✓ which award category the nominated person is being entered for:

Nominees Name:
Organisation/Company:
Job Title:
BICSc Candidate Number:
Please provide brief information of the nominee's current job role and responsibilities:
<u>Personal Experience</u> This section requires the candidate to have been in their current role for a minimum of 12 months prior to the submission of the nomination form. Proof of employment and qualifications obtained, along with future planned development should be listed. (Maximum 250 words)

Achievement Despite Adversity This section requires details of circumstances that could have impeded the progress of a candidate in their role, and their ability to gain BICSc accreditation despite the problems they faced. At least one example of both personal or business adversity should be clearly documented. (Maximum 250 words.)

Candidate's Work Commitment This section will provide proof of the commitment and work ethic of the candidate. Testimonials listing examples of their work ethic should be provided by employers, trainers, colleagues and customers in support of the nomination. (Maximum 250 words.)

BICSc Qualification Influence This section shows the use of, and benefits of training to BICSc standards, and the impact this has had on the candidate in their career path and their personal feelings. It should show the benefits to Candidates, Employers and Customers, and proof of quality cleaning and knowledge of Health & Safety.

Section Four

Assessor of the Year (Please also complete Section 2 to support this application)

Nominees Name:
Organisation/Company:
Job Title:
BICSc Candidate Number:
Please provide brief information of the nominee's current job role and responsibilities:
Please explain why you're nominated Assessor is worthy of an award (Maximum 500 words.)

Section 5

Client Commitment to Training

Clients Name:
Clients Premises:
Service Provider Details:
Contract Commencement Date (12 months minimum service offering.)
This section requires explanation of why BICSc training and assessment is key to your relationship with your Client, how it supports service delivery and meets Customer expectations. You should provide specific examples and evidence. (Maximum 500 words) any above this number excluded from consideration

Section Six Cleaning Manufacturer/Distributor Excellence in Training and Support

Organisation/Company:
<p>This section demonstrates compliance with policies and procedures required to provide an excellent support. This includes Health and Safety, Equality and Diversity and any applicable / relevant Company policies.</p> <p>You should demonstrate how you adhere to these in your submission.</p> <p>Additional supporting evidence may be downloaded (Maximum 250 words)</p>
<p>This section describes what level of support can be demonstrated through process, customer notes and feedback. Giving specific examples.</p> <p>Additional supporting evidence may be downloaded. (Maximum 250 words)</p>
<p>This section requires a description of training delivery. Considering methodology. Adherence to BICSc Best Practice. Location, do you have a designated training center? Documentary evidence of activity. How this supports the service delivery and customer expectations / requirements. Giving specific examples.</p> <p>Additional supporting evidence may be downloaded. (Maximum 250 words)</p>

This section is an opportunity to demonstrate why you are the best. This should include the areas that are felt to be significantly better than the norm. There should be clear examples that show how you deliver quality customer service in all aspects of training and support and how you uphold the Mission Statement of BICSc.

This should be a maximum number of 500 words with any above this number excluded from consideration.

Section Seven

Cleaning Excellence in the delivery and practice of Health & Safety through BICSc training

Organisation/Company:
<p>This section demonstrates compliance with policies and procedures required to demonstrate a state of excellence in the field of Health and Safety. This includes all relevant Company policies and procedures.</p> <p>You should demonstrate how you adhere to these in your submission.</p> <p>Additional supporting evidence may be downloaded. (Maximum 250 words)</p>
<p>This section gives evidence of the training in Health and Safety. In addition to BICSc Licence to Practice Unit what other Safety training is given to Cleaning Operatives. Demonstrate examples.</p> <p>Additional supporting evidence may be downloaded. (Maximum 250 words)</p>

**This section requires a demonstration of accident investigation and further prevention through Proactive Management policies. Examples to be given of lessons learned and the factoring out of risk. Giving specific examples. (Maximum 250 words)
Additional supporting evidence may be downloaded.**

**This section is an opportunity to demonstrate why you are the best. This should include the areas that are felt to be significantly better than the norm. There should be clear examples that show how you deliver Health and Safety in all aspects of cleaning delivery and how BICSc is incorporated into this.
This should be a maximum number of 500 words with any above this number excluded from consideration.**

Section Eight

Declaration

For the purposes of the event brochure please provide in 100 words a personal / organisational profile. Please note this information may also be used during the ceremony and for promotional purposes.

I confirm that the information provided within this application form is accurate and complete and abide by the terms and conditions of the BICSc Annual Awards application process.

If you wish to complete the form electronically and email it to us then a signature will not be required. By emailing the form to us, you declare that the information on this form is true and accurate.

Receipt of your email is taken as substitute for your signature.

Print Name:	Date:
Signature:	

Disclaimer

Entrants agree that materials prepared by the organisers and entry photographs may be used for publicity purposes?

Agree Do not agree

I am happy for BICSc and subsidiaries of BICSc to share my company details with attendees of the event for marketing purposes.

Agree Do not agree

Supporting material

Your application should include:

1. A photograph (internal or external) of the premises, nominated Assessor and/or Candidate entered.

A small admin fee of £25 is requested for applicants working in the private sector (please note that those in the public sector e.g. Educational Establishments, Hospitals & HMP Establishments are exempt from this rule). You will be invoiced for this amount once we have received your application for the For more information about the BICSc Annual Awards 2018 visit bics/awards.co.uk

One last note from us - Remember the judging panel will be looking for unique qualities, which make your entry stand out. Good luck!

If you have any questions please contact awards@bics.org.uk, we are happy to help you and look forward to seeing you at the event.

