

Please take a moment to read this guidance carefully ahead of the submission process.

- The ERSA Employability Awards are open to any organisation delivering employment related services in the United Kingdom, including Jobcentre Plus, and, where relevant, their employer partners, employees and successful jobseekers. Membership of the Employment Related Services Association (ERSA) is not a prerequisite to entering an award.
- There is no minimum or maximum number of award categories that any one organisation can enter. For each award that you wish to enter, please complete an online submission via Survey Monkey. Only entries submitted in this format will be considered by our judges.
- It is advised that entrants complete their submissions in a Word document before entering it into Survey Monkey, to ensure they have a copy.
- A document based on best practice from previous award winners is available to all entrants. This also contains advice on common pitfalls identified by previous award judges.
- If nominating an individual for an award, applicants must upload a good quality photograph. The photograph will be used during the awards ceremony, if the individual is successfully shortlisted.
- The online submission form will **open in February 2018** and **close in mid-March 2018**.
- Any entry received which has not met the entry criteria as set out in this paper may be automatically rejected from further consideration. When entering a specific award category, you should therefore take notice of the desired criteria for the award in question, to ensure that your entry meets the requirements.
- For the Lifetime Achievement category, you do not have to be currently working with the person you are intending to enter.
- A panel of independent judges will consider the entries. If a judge's own organisation has entered an award, he or she will withdraw from the judging panel for that category.
- The judging process will consider the relative merits of each application against the criteria for the award in question. Only information provided as part of each entrant's respective application will be considered. The decision of the judging panel with regard to those shortlisted for an award, and those that actually receive an award, is final.
- Entrant organisations will be notified as to whether they have been shortlisted as a finalist for any award which they have entered prior to the awards ceremony. Shortlisted finalists will be offered a maximum of two tickets per award to the awards ceremony, free of charge. It is expected that at least one representative of each shortlisted entrant will attend the awards ceremony. Additional tickets can be purchased; these will go on sale in April.
- Entrants who are not shortlisted will also be notified. Following the awards ceremony, we will be offering entrants guidance, on request, in terms of how they might further improve their entries to have a better chance of success in future years.
- Award finalists will be announced at the ERSA AGM in May, and then by press release.
- Award winners will be announced at the awards ceremony which will take place in central London in summer 2018. ERSA is not able to cover any costs for travel and accommodation for finalists attending the awards ceremony.
- Winners will receive a commemorative award and certificate presented at the awards ceremony. Judges will also have the discretion to award 'highly commended' certificates for particularly deserving finalists. The list of winners will also be published on the ERSA website and will be publicised via ERSA through a variety of media.
- Information submitted to ERSA as part of the application process may be used in promotional work at other times, unless otherwise requested. **Please therefore ensure a media consent form has been signed when naming an external individual or organisation.**

Questions about the application process should be emailed to Jack.Thurston@ersa.org.uk.