

Nomination Form

SummitSkills Awards for Excellence 2013

Information for Award Categories

Nomination Process

Please ensure you enclose the correct information:

- Fully completed nomination form and photograph
- Copies of appropriate certificates (highest held)

Note: Please do not send S/NVQ portfolios of evidence

Please send completed nomination forms to:

Neil Collishaw
SummitSkills
Vega House
Opal Drive
Fox Milne
Milton Keynes
MK15 0DF

Fax: 01908 303989

**The closing date for receipt of nominations is
Friday 30th August 2013**

Further help and advice

Neil Collishaw at SummitSkills on 07834 868946 or
neil.collishaw@summitskills.org.uk

Selection Process and Interview

The selection panel will be looking for evidence of achievement, personal ambition, motivation, initiative, innovation or originality.

During the selection process some candidates may be asked for additional information to support their application (i.e. letters of commendation from clients or other special achievements). Candidates may also be asked to attend an interview.

Conditions of Entry

The organiser cannot accept any responsibility for the loss or non-arrival of any entry. Receipt of all nomination forms will be acknowledged with an e mail, by Friday 6th September 2013.

The SummitSkills Awards for Excellence

The SummitSkills Awards for Excellence will be held in November 2013 at The Skills Show at the NEC, Birmingham.

Award Categories	Academic Criteria
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Technician Disciplines

Technician Engineer of the Year	Completed HNC/HND (awarded merit or distinction) or Foundation Degree in any building services engineering discipline by the end of September 2012.
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Experienced Existing Worker Awards

Experienced Existing Worker of the Year (Mechanical)	Through substantial industry experience candidates will have achieved S/NVQ L2/L3 and/or carried out significant professional development – open to all mechanical disciplines: • H&V industrial/commercial, domestic, ductwork installation or service & maintenance • plumbing • refrigeration & air conditioning
Experienced Existing Worker of the Year (Electrical)	Through substantial industry experience candidates will have achieved S/NVQ L3 and/or carried out significant professional development – open to all electrical disciplines: • electrical installation building & structures • electrical maintenance • installing highway electrical systems • installing instrumentation systems • installing structured cable systems • electrotechnical panel building • repair & rewind electrical machines • electrical & electronic servicing.

Craft/Technician/Supervisory/Managerial Environmental Award

Environmental Excellence Award	Through substantial industry experience candidates will have achieved S/NVQ L2/L3 or other relevant craft / technician National Qualification and / or carried out significant professional development – open to all environmental disciplines: • Air & Ground source Heat Pumps • Rainwater Harvesting • Fuel Cell Technology • Micro-Hydro Generation • Bio-Fuel and or Biomass • Micro-Wind Energy Installation • Combined Heat and Power • Photovoltaic • Solar Water
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Now go to Pages 4–7 to complete the entry form

Award Categories	Academic Criteria
Supervisory/Managerial	
Alfred Manly Management Award Now go to Pages 8&9 to complete the entry form	Completed HNC/HND (awarded merit or distinction) or Foundation Degree in building services engineering. Currently employed in a junior or middle management position and judged by their employer to be capable of progressing to a senior management position.
Professional Engineer of the Year – Ann Noblett Memorial Scholarship Now go to Pages 10&11 to complete the entry form	Completed HNC/HND (awarded merit or distinction) or Foundation Degree in building services engineering and working towards the achievement of membership of an appropriate chartered professional body (open to all building services engineering sector disciplines). The scholarship will contribute towards development intervention to assist the winner to achieve their professional potential.

SummitSkills Awards for Excellence

1. Personal Details of Applicant

Name _____

Address (including postcode) _____

Telephone No. _____

Email _____

Please insert
passport photo

2. Nomination Category *(Please tick one box)*

Before completing this form please refer to the Award Categories and Criteria overleaf

- ☐ Experienced Existing Worker of the Year (Mechanical)
- ☐ Experienced Existing Worker of the Year (Electrical)
- ☐ Technician Engineer of the Year
- ☐ Environmental Excellence Award

3. College Courses (past and current)

Please list the full title of all courses completed & the qualifications achieved

Date Commenced	Course Title	College/Training Provider/Managing Agent	Level of qualification & date awarded

Please list the full title of all courses you are currently attending and the qualification it leads to

Date Commenced	Course Title	College/Training Provider/Managing Agent	Level of qualification & expected award date

4. Details of Nominator

Company Name	<hr/>
Address (including postcode)	<hr/> <hr/>
Telephone No.	<hr/>
Fax No.	<hr/>
Contact Name	<hr/>
Email	<hr/>

5. Provider/Managing Agent Details *(if different to section 4)*

Company Name	<hr/>
Address (including postcode)	<hr/> <hr/>
Telephone No.	<hr/>
Fax No.	<hr/>
Contact Name	<hr/>
Email	<hr/>

6. Employer Details *(if different to section 4)*

Company Name	<hr/>
Address (including postcode)	<hr/> <hr/>
Telephone No.	<hr/>
Fax No.	<hr/>
Contact Name	<hr/>
Email	<hr/>

Employer Declaration

I _____ (insert full name) fully support this nomination for a SummitSkills Award for Excellence. Support will include time to attend the awards. I agree to take part in any publicity concerning the awards and confirm that the details given in this application are accurate.

Signature:	<hr/>	Date:	<hr/>
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Form A – Candidate Statement & Background Information for Technician, Experienced Workers & Environmental Award categories

- Tell us about your education and training.
- Why did you join the sector?
- What sets you apart from your contemporaries?
- What are your interests and hobbies?
- What are your ambitions?

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

I _____ (insert full name) wish to be considered for one of the SummitSkills Awards for Excellence for the building services engineering sector. I agree to take part in any publicity concerning the awards and confirm that the details given in this application are accurate.

Date:

SummitSkills Awards for Excellence

Form B – Employer or College / Training Provider/Managing Agent Endorsement of Technician, Experienced Workers & Environmental Award categories

Please endorse this candidate's nomination, using the bullet points as a guide, in no more than 300 words

- Describe the impact this candidate has had on the workplace, including the benefits gained by the business
- Describe this candidate's commitment to the business
- Describe this candidate's achievements to date
- What personal qualities does this candidate have that may inspire others

[illegible]

Name of Organisation:

Endorser:

Signature:

Date:



a new brand; a new HVCA

Sponsored Award



The Alfred Manly Management Award

The Alfred Manly Management Award celebrates the achievements of young engineers who have been judged to be capable of progressing to a senior management role within the building services engineering industry.

For those who have completed a HNC/HND, Foundation Degree or degree course in building services engineering and are employed in a junior or middle management position, the award aims to help them to identify their key management development needs, and provides support for the appropriate development intervention to assist them in achieving their full management potential.

Personal Information

☐ Mr ☐ Mrs ☐ Miss ☐ Ms

Forenames

Surname

Date of Birth

Nationality

Home Address (including postcode)

Telephone

Email

Please insert
passport photo

Employer

Name of Employer

Address of Employer (including postcode)

Contact

Telephone No.

Fax No.

Email

Are you currently a member of a professional body? If so, of which body and at what level?

NOMINATIONS MUST BE RETURNED BY 30TH AUGUST 2013

You must provide the following documents to support your application:

- an up-to-date curriculum vitae (CV) which outlines your academic achievements and work experience to date; and
- A description of your current role and the team in which you operate (ie, roles, responsibilities and reporting lines).
Where possible, please include an organisational chart to aid the judges' understanding.

Describe to us what you believe are the greatest challenges facing a manager engaged on today's contracts/projects.

Describe what you believe are the greatest rewards of being a manager engaged on today's projects/contracts.

Think of a manager you have worked alongside and admired, and describe the skills/qualities that make him/her a good role model.

If you could develop one of the skills/qualities you admired in that manager, which one would it be, and why?

How do you think developing that skill/quality would benefit you as an individual, and your project organisation as a whole?

Please ask your employer to provide a statement as to why he/she believes you would be a worthy recipient of an ALFRED MANLY MANAGEMENT AWARD

Employer's Signature:

Date:

Nominee's Signature:

Date:



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Sponsored Award



Ann Noblett Professional Engineer Of The Year Award

This Memorial Scholarship was established to honour the late Ann Noblett.

Ann managed the various memorial trusts entrusted to the Association for over 25 years and project-managed the industry's National Training Awards until they transferred to SummitSkills.

The award is open to all sector disciplines and recognises those who have completed a HNC/HND, Foundation Degree or degree course in building services engineering and are now working towards the achievement of an appropriate chartered professional body.

The scholarship will contribute towards a development intervention that assists the winner in achieving professional status.

Personal Information

☐ Mr ☐ Mrs ☐ Miss ☐ Ms

Forenames

Surname

Date of Birth

Nationality

Home Address (including postcode)

Telephone

Email

Please insert
passport photo

Employer

Name of Employer

Address of Employer (including postcode)

Contact

Telephone No.

Fax No.

Email

NOMINATIONS MUST BE RETURNED BY 30TH AUGUST 2013

You must provide the following documents to support your application:

- A current copy of your personal development plan/individual training plan;
- An up-to-date curriculum vitae (CV) which outlines your academic achievements and work experience to date; and
- A description of your current role and the team in which you operate (ie, roles, responsibilities and reporting lines). Where possible, please include an organisational chart to aid the judges' understanding.

Please ask your employer to provide a short statement as to why he/she believes you are a worthy recipient of an ANN NOBLETT PROFESSIONAL ENGINEER OF THE YEAR AWARD and include how the company aim to support the attainment of professional recognition.

Describe to us what you feel are the greatest challenges facing the building services engineering industry during the next five years, and why.

Describe what you feel are the principal opportunities open to the building services engineering industry during the next five years, and why.

Which professional body are you currently studying for membership, and at what level?

In what ways do you think being a member of a professional body will benefit you as an individual and your employer?

Employer's Signature: _____ Date: _____

Nominee's Signature: _____ Date: _____