

We are delighted to invite nominations for the VRA awards 2020.

Thank you for taking the time to enable us to give this much deserved recognition for all the valuable work that our members do to support others.

As well as recognising excellence, we believe that these awards encourage practitioners to strive to be the best they can, to provide the best services possible for people facing obstacles to participating in work or other meaningful occupation.

Submission

Entries should be submitted by email
ON THE APPROPRIATE NOMINATION FORM
to enquiries@vrassociation.org.uk
by: **5pm on 17th March 2020.**

Awards 2019: Indicative Timeline:

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| 17/3/20 | Submissions deadline (5pm) |
| 21/4/20 | Latest date to notify shortlisted nominees. Gain confirmation re attendance/representation at awards event |
| 5/5/20 | Awards event |

Please read the following guidance carefully

There are four award categories:

Category	Criteria for Nomination
VR Practitioner	<ul style="list-style-type: none"> • Open to individuals practicing in any aspect of VR in the UK; including advisors, case managers and assessors. • Previous winners in the practitioner category are <u>not eligible</u> to be nominated again in this category. • The winner will receive a year's free individual VRA membership and be featured on our website and in the VRA Newsletter.
VR Initiative, Research or Education (project)	<ul style="list-style-type: none"> • Open to entries from any individual/organisation in the UK and may include <ul style="list-style-type: none"> ○ services, products, or projects that contribute to education of practitioners, ○ or research that adds to the evidence base relating to VR. • The winner will be featured on our website and in the VRA Newsletter. • Previous winners in this category are <u>not eligible</u> to be nominated again in this category <u>for a period of 3 years</u>.
VR Student	<ul style="list-style-type: none"> • Open to any UK student member of the VRA: <i>individuals who have not yet worked in VR at a professional level, have little or no experience in the field and limited income as a result of VR related studies.</i> • This includes those studying at any level including BTEC, diploma, undergraduate and post graduate education. • The winner will be featured on our website and in the VRA Newsletter.
VR Team	<ul style="list-style-type: none"> • Open to teams practicing in any aspect of VR in the UK. The focus is on teamwork and collaboration and how this facilitates effective and professional VR. • The winning team will be featured on our website and in the VRA Newsletter.

TERMS AND CONDITIONS FOR ALL CATEGORIES

- ★ Nominators can make as many different nominations as they wish.
- ★ Nominators may include but are not limited to providers, tutors, purchasers and employers.
- ★ It is perfectly acceptable for a nominator to consult with their nominee when constructing the nomination, should they wish to do so.
- ★ Self-nominations are welcome.
- ★ At the time of the application, all nominees (or at least one nominee within a team award) must be members of the VRA, but nominators do not have to be members
- ★ Each individual nomination should be on its specific form: **see supplementary documents**
- ★ **All applications must conform with GDPR.** Other than the nominee and any nominator, no individual should be identifiable within the nomination or the appendices (e.g. client/ patient/ customer/ service user/ colleague etc).
- ★ All submissions can be supported by testimonials (in an appendix) which are extra to any indicative word count. Testimonials external to the company carry more weight. However, these appendices should not contain any of the 'case' for the nomination (i.e. they should not be used to extend word count facility as they are merely supporting key elements)
- ★ Any appendices should be incorporated at the end of the nomination form and if this involves pasting scanned documents, they must be legible and clear.
- ★ For each nomination there are 3 relevant documents:
 - This guidance document
 - The specific category nomination form
 - The judging sheet for that category, which shows how your nomination will be scored
- ★ Awards are decided at the discretion of the judging panel and all decisions are final
- ★ **Award winners will be announced at the joint VRA-BPS-SOM event in London: on Tuesday 5th May 2020.**
- ★ All nominees should make themselves available for the awards event
- ★ All who are subsequently short listed should attend to be able to receive an award.
- ★ If you are shortlisted and find that you cannot attend, you must identify a substitute who will receive the award for you. If no one is present to accept the award at the event, it will be reallocated.