

AWARDS GUIDANCE FOR NOMINATORS & NOMINEES

We are delighted to invite nominations for the VRA awards.

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
in line with the timeline below

Indicative Timeline (may be subject to change)

- Award entries close - 5pm Monday 28th October
- Judging completed – Friday 1st November
- Finalists announced – Tuesday 5th November
- Finalists submit their short video to be shown at the ceremony (max 3 minutes) - 5pm Monday 11th November

Please read the following guidance carefully

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AWARD CATEGORIES

Category	Criteria for Nomination
Practitioner	<ul style="list-style-type: none"> ● Open to individuals practicing in any aspect of VR in the UK; including (but not restricted to) advisors, case managers, rehabilitators, and assessors. ● Previous winners in the practitioner category are not eligible to be nominated again in this category. ● The winner will receive a year's free individual VRA membership
Champion	<ul style="list-style-type: none"> ● Open to individuals who have made an outstanding contribution to enhancing the profile of VR in the UK. This requires a substantially wider contribution than individual innovative or evidence-based individual practice and more extensive than any individual research or development projects, which are covered by the other awards. ● Previous winners in the champion category are not eligible to be nominated again in this category. ● The winner will receive a year's free individual VRA membership
Project	<ul style="list-style-type: none"> ● This award is for a project or initiative (as opposed to a person/organisation) from any individual/team/organisation in the UK ● Projects may be innovative services/products/education/research that contribute to outstanding VR practice and add to the VR evidence base. ● Projects that have previously won in this category are not eligible to be nominated again in this category <u>for a period of 3 years</u>.
Team	<ul style="list-style-type: none"> ● Open to teams practising in any aspect of VR in the UK. ● The focus is on the team as a whole: what they do, how they do it, why they do it together, and the impact of the team's approach to practise. It is about teamwork and collaboration to facilitate effective and professional VR.

CONDITIONS AND GUIDANCE FOR ALL CATEGORIES

- * Nominators can make as many different nominations as they wish.
- * Nominators may include (but are not limited to) practitioners, providers, tutors, purchasers, and employers.

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- * Self-nominations are welcome in all categories.
- * Nominators should ideally consult with their nominee when constructing the nomination. This enables the nomination to be as detailed and thorough as possible, so that the nominee is accurately represented, and the nomination can be fairly and suitably judged.
- * Each individual nomination should be on its specific form because the forms have questions/requirements specific to the award category.
- * **All applications must conform with GDPR.** Other than the nominee (and nominator), no individual or organisation should be identifiable within the nomination or the appendices (e.g., client/ patient/ customer/ service user/ colleague etc). Where this is not feasible, **the nominator is required to obtain consent** from the individual/organisation for their details to be included and is asked to confirm this on the nomination form.
- * Word counts given in the nomination guidance on the forms are indicative. In general, there will be a 20% tolerance in word count guidance and judges will be asked to bear this in mind when evaluating nominations.
- * All submissions can be supported by testimonials (in an appendix), the contents of which are extra to any indicative word count. Testimonials external to the company carry more weight in the evaluation process. 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 evidence).
- * 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** that contain all the information you need to make a robust and evidence-based nomination:
 - o This guidance
 - o The specific category nomination form
 - o The judging sheet for the specific category, which shows the scoring criteria.
- * Scoring criteria will be applied to reflect the actual evidence provided:
 - 0-1: Inadequate or inappropriate evidence in the nomination
 - 2-3: Minimal evidence in the nomination
 - 4-5: Moderate evidence in the nomination
 - 6-7: Good evidence in the nomination
 - 8-9: Strong evidence in the nomination
 - 10: Excellent evidence in the nomination
- * The Judging Sheet for each category highlights the key sections that will be assessed on the evidence provided. Be clear and specific with the evidence you provide. **Marks cannot be given for information that needs to be inferred.**
- * Awards are decided at the discretion of the judging panel and all decisions are final

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- * The VRA reserves the right to remove an entry at any stage in the process, for any reason.
- * All nominees should make themselves available for the awards event as **all those who are selected as finalists are required to attend**. Any finalist who becomes unable to attend, must identify a **substitute to receive the award** for them. If no one is present to accept the award at the event, it may be reallocated.
- * Please note that finalists may be asked to provide a video of 3 minutes or less to be shown at the awards ceremony - this can be a simple video of you talking recorded on zoom if you wish or include much broader content. This does not form part of the judging but helps attendees to learn more about your work so the focus is on sharing your nomination not advertising. Attendees will also have the opportunity to ask finalists questions after these have been shown. Watching the recording of last year's awards [here](#) is a great way to get a feel for the ceremony.