

Accolades 2020

Entry guide

It's your time to shine

Entering the Accolades awards gives you the chance to celebrate the great work you do.



www.skillsforcare.org.uk/accolades

Get the recognition you deserve

The Skills for Care Accolades awards celebrate adult social care providers and individual employers committed to delivery high quality care.

Now in their 16th year, the awards are an opportunity to showcase your successes and celebrate your achievements with your team.

The Accolades are national awards for adult social care providers, services and individual employers in England. They identify and celebrate those who are committed to getting the best from their most valuable resource - their people.

This is your time to shine and share the great work you do. Entering the Accolades couldn't be easier, and it's completely free.

What are the benefits?

- Enjoy and celebrate your achievements
- Get the recognition for the great work you're doing and share it with others
- Boost staff morale
- Raise your profile

All finalists will be invited to a glittering black-tie awards ceremony in London on Wednesday 22 January 2020. The ceremony will be hosted by TV dance legend Anton Du Beke.

Each organisation shortlisted as a finalist will receive two free tickets. Each individual employer shortlisted will receive three free tickets. Additional tickets can be purchased for £85 +VAT.

Join the Accolades Hall of fame

Many Accolades winners and finalists have shared their learning and best practice through lots of different and exciting ways, including:

- coverage of their achievements and stories in national, local and sector press and social media
- speaking at Skills for Care national and area events
- helping to develop and be part of Skills for Care resources and products, including practical guides and videos.

www.skillsforcare.org.uk/accolades

Accolades 2020

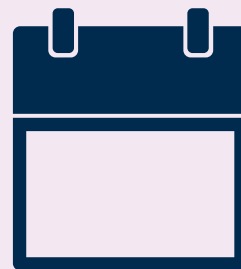
There are ten categories for the **Accolades 2020** which are open to all adult social care providers, services and individual employers in England.

- Best employer of under 50 staff
- Best employer of between 51 and 249 staff
- Best employer of over 250 staff
- Best individual who employs their own care and support staff
- Best employer support for your registered manager(s)
- Most effective approach to leadership and management
- Secrets of success - Best retention and recruitment approaches
- Most innovative endorsed learning provider
- Most effective collaborative approach to integrated new models of care
- Most effective approach to continuing professional development for the regulated workforce in social care settings*

*This category is open to all social care providers



**Entries open on
Tuesday 7 May 2019
at 12:00**



**Entries close on
Friday 21 June 2019
at 17:00**

www.skillsforcare.org.uk/accoladescategories

The timetable and judging process



Entries open on
Tuesday 7 May 2019 at 12:00

Entries close on
Friday 21 June 2019 at 17:00

Category judging, 15 July - 9 August 2019

- Entries will be checked to make sure that all the questions have been answered to demonstrate that your entry meets the criteria.
- If your entry is insufficient to progress to the next stage of judging you will be notified by email.
- Successful entries in each category will be judged by senior members of the Skills for Care team and independent sector representatives.
- Following the judging entrants will be emailed to let them know whether they have been shortlisted for verification.
- Usually three entries are shortlisted.
- If you have been shortlisted a member of the Skills for Care team will contact you directly to arrange a verification visit for a mutually convenient time.
- We anticipate that a verification visit will last approximately 3 hours.
- Unsuccessful entrants will be emailed judges feedback to help support future entries.

Verification visits, 9 September - 18 October 2019

- Usually one or two members of the Skills for Care team will visit you to:
 - verify that your entry is valid, authentic, current and sufficient
 - seek clarification on anything raised by the category judging panel in relation to your entry
 - see your work in action and to speak to you, other members of your team and other people who have benefited from your work and can substantiate what you do e.g. a person who needs care and support, their families or advocate, learners.
- It is not appropriate to submit any further evidence at the verification stage, however resources mentioned in your entry, copies of training programmes, feedback from learners, workforce development plans etc. can be shown at the visit.
- Following the visit the verifier will complete a report which will then be included with your entry for consideration at the national judging stage.
- If you are successful at the verification stage we will email you again in early November 2019 to confirm your status as an Accolades 2020 finalist and tell you more about the gala event.

National judging, 5 December 2019

- The national judging panel is made up of senior independent sector representatives. A winner for each category will be decided.

Gala event, Wednesday 22 January 2020, ILEC Conference Centre, London

- The winners will be announced at our awards dinner hosted by Anton Du Beke.
- Each shortlisted organisation receives two free tickets to the event, each shortlisted individual employer will receive three free tickets.
- Additional tickets will be available to buy at a cost £85+VAT per person.
- Tickets include entry to the event, drinks reception and a 3-course dinner with wine.
- Accommodation on a bed and breakfast basis will be available to book directly at the IBIS London Earls Court hotel (which adjoins the ILEC Conference Centre). There is a special event rate of £91 for a single room and £101 for a double room.

Tips for entering

Before you start

- Visit www.skillsforcare.org.uk/accolades to find out more about the awards, the categories and the hall of fame of recent winners
- **Think carefully about which category to enter.** If you're not sure which one is right for you, read the category information sheets to see which one will give you the best chance to shine! Remember you can enter more than one category.
- **Each category information sheet includes the entry questions which you will need to answer via the online entry form. Read the questions thoroughly before starting to input your responses.** Get others involved in gathering information to include in your answers. Maybe make some written notes which you can refer to.

Completing your entry

- **What makes the organisation/service or individual employer the best?**
The Accolades are about awarding the best of the best so make sure you use your entry as an opportunity to demonstrate why you are the best at what you do.
- **Don't make assumptions.** The judges probably won't know anything about the organisation or individual employer, so be sure to tell your story.
- **Make use of the word limit.** The best entries use the full word limit, answering the questions whilst providing lots of details and examples. You could draft your answers on a separate document first and then copy them into the online entry form.
- **Keep checking back to the question asked.** Make sure you are answering it fully.
- **Don't forget to mention the obvious!** You need to include the basics and other things which you may take for granted. Remember the judges can only go on what is in the entry.
- **Make sure you set the entry apart.** Focus on your personalised approach at all times.
- **Don't repeat yourself.** If you have previously included something in depth in the entry, just reference it if you want to use the same point again.
- **Describe and share the extraordinary.** Tell us specifically what you are doing differently or innovatively and what the impact has been.
- **Get another perspective on the entry before you submit it – maybe from a colleague or senior manager.** Does it make sense to them?

How to enter



Entries open on
Tuesday 7 May 2019 at 12:00

Entries close on
Friday 21 June 2019 at 17:00

Enter at www.skillsforcare.org.uk/accolades
and read all the information on the page before doing the following.

1

Click on the **Enter now button** for the category you are entering to proceed to the **Login** page – you will be asked for your email address. If you have recently attended a Skills for Care event, you will be also asked to provide a password.

2

Click on the **Proceed** button to go to the **Entry registration** page – you will be asked to give your contact details and details about the organisation, service, or individual employer being entered.

3

Click on the **Proceed** button to go the **Entry summary** page – all the categories to enter are listed. This page will also provide you with details of the categories that you have submitted or are yet to submit (you can submit and amend entries right up until entries close on Friday 21 June 2019 at 17:00)

4

To enter a category click on the link on the **Entry summary** page to be taken to the **Category entry form** – the brief overview of what we're looking for and who should enter the category are shown again. You are then asked to complete a series of questions and a declaration before submitting the entry.

5

To submit the entry click on the **Save and go to awards summary button** at the bottom of the **Category entry form**. You will then be taken back to the Entry summary page. Click in the check box and then click on the **Submit button**. Your entry will then be listed under **Submitted entries**. If you're entering more than one category repeat steps 4 and 5.

Once you've submitted an entry, you'll receive an email confirming receipt of it.

Amending your details or your entry.

You can submit and amend entries right up until entries close. To do this go to the **Online entry home page** and select the **Amend** option from the menu on the left hand side. You will need to login in and then you'll be taken to the **Entry summary** page, where you will find your entry under either **Entries not submitted** (if still work in progress) or **Submitted entries**. Follow Step 5 to resubmit an amended entry.

Need help?

For any further information about the Accolades 2020 please email events@skillsforcare.org.uk

Rules of entry

1. Entry is free of charge.
2. Entries are only accepted for organisations/individuals in the adult social care sector in England except for the regulated workforce category which is open to all social care organisations in England.
3. You can enter or be entered in any category.
4. You can enter more than one category but you must submit an entry for each category.
5. When completing the entry please adhere to the word limits stated.
6. Entries will only be accepted using the online entry process. The declaration box must be ticked to indicate acceptance of these rules. No supporting material will be accepted.
7. Entries must be submitted by Friday 21 June 2019.
8. For each category, usually three entries will be shortlisted by category judges for verification. Verified entries will then be submitted to an independent national panel for a winner to be decided. The shortlisted finalists will be invited to the Accolades gala event. The winner in each category will be announced at the event.
9. The judge's decision will be final. No correspondence will be entered into.
10. Finalists must be prepared to accept their Accolade in person at the gala event (or identify a representative to attend on their behalf) and be willing for their names and images to be used for publicity purposes.
11. The gala event will be held in London on the 22 January 2020. Each organisation shortlisted as a finalist will have two free places reserved for them at the event - individual employer finalists will have three. Additional places can be purchased.
12. Logos will be issued to finalists and winners and can be used by them as a mark of their achievement.
13. Finalists and winners are required to take part in promotional activity.
14. The promoters are Skills for Care Ltd.
15. No purchase or contractual relationship with the promoters is necessary to enter.
16. Relationships with any Skills for Care staff or board members must be declared at time of entry.
17. No liability arising from entering or being entered for the Accolades shall pertain to the promoters.