DESIGN & TECHNOLOGY ASSOCIATION

EXCELLENCE AWARDS 2027

HINTS AND TIPS FOR A STAND OUT NOMINATION FORM

- Supply detailed supporting information clearly outlining why you are nominating a colleague.
- Refer and adhere to the category criteria found on the nominations form and on the website.
- Ensure that you can confidently meet the requirements – ensure your nomination is in the most appropriate category and your supporting information clearly offers information in line with the criteria.
- The nomination will be judged on what you write and your supporting evidence.
- Previous knowledge of the person nominated is not used when shortlisting and judging so your information needs to be comprehensive and clear.
- Remember this is being judged by someone who does not know the candidate, so highly appropriate supporting evidence is required to judge fairly.
- Submit photos and videos of outstanding D&T work (if nominating using the online form, please do email or post supporting documents. Large files can be sent via WeTransfer).
- Submit your nominations form and supporting evidence by the **7th of June.**

AWARDS SUPPORTING EVIDENCE

- Photographs, videos, PowerPoint or word documents of successful projects.
- Referenced lists of achievements.
- Lists of competitions entered and positions achieved.
- Conferences attended and possibly spoken at.
- Information regarding school improvements due to the nominee's activities (e.g. growth of exam entries, increase in grades, numbers of girls taking the subject), care, encouragement and empathy and diligence dealing with pupils.
- Pupil achievements directly because of the teachers' actions.
- School newsletter articles referencing the teacher or department exemplar activities.
- Evidence of any social media/good news stories internally or within local and regional press.
- Get testimonials and quotes from colleagues and/or head of school or department.
- For industry nominations, the business needs to demonstrate how their engagement with pupils has enriched the curriculum offer in design and technology for the engaged school(s).

DO NOT

- Send nominations from pupils - they usually do not relate closely to the award criteria.
- Send supporting evidence of just one or two small paragraphs or the nominee cannot be judged.
- Do not send a nomination with no supporting evidence of the good work done by the teacher, the department, the pupil or the company.
- Do not submit the nomination to a category where the nominee only loosely fits the criteria – other nominations will be stronger and match criteria much more closely.