

Keith Fletcher Memorial Access to HE Prizes, for students on courses in 2018-2019

1. Introduction

Keith Fletcher worked for many years in the South West of England within its successive AVAs and was a great supporter and enthusiast of Access to HE. In memory of Keith's commitment to Access, several AVAs agreed to award prizes for Access students drawn from across the regions for 2010-11 and after a successful presentation event in London; it was decided to develop this as an annual presentation. The prize is now supported by all AVAs across England and Wales.

2. Prize Categories

2.1 Outstanding Academic Achievement:

Students proposed in this category should have excelled in their academic study by producing assessed work of a consistently outstanding quality whilst on their Access courses.

Supporting Statement

For '**Outstanding academic achievement**' the statement should contain enough commentary and detail about the range and type of work submitted by the student and their performance. Where possible this could include statements made by tutors in their feedback on the work.

Supporting evidence

For 'Outstanding academic achievement' it is expected that close reference is made to one or more (up to a maximum of **three**) pieces of assessed work in the supporting statement and that a copy of that work be submitted in an electronic format. Scanned copies of hand written work or of word-processed work with handwritten tutor comments are required. No paper copies will be accepted.

PLEASE NOTE from 2019 – all work submitted should be anonymised – the filename should include the Provider name and/or student name for matching documents to nominations but submitted work must have all identifying marks removed, including logos, student, tutor, provider and AVA names, etc. All nominations and pieces of work are anonymised for the judging process and if there are logos and/or other identifying marks remaining on feedback sheets, assignment briefs, etc, these may be excluded from the information supplied to the judges. Word documents of original student work and tutor feedback can be submitted.

Examples of work submitted as evidence might include copies of essays, projects, research, reports, artefacts produced by the student as recorded in photographs, video clips etc, recordings of student performance, personal writing (poems, stories, other texts).

2.2 Outstanding Commitment to Study:

Students in this category should have shown evidence of some or all the following:

- outstanding commitment to their Access studies, perhaps in the face of difficult and challenging personal circumstances,
- having made an inspirational journey which demonstrates the life transforming power of learning,
- individual achievement beyond standard expectations,
- clear evidence of extra effort above and beyond that which would normally be required of a student.

Supporting Statement

The statement should be a detailed explanation of how the nominee meets the criteria in 2.2 above. It should give an indication of the types of barriers that the student overcame. It would also be helpful to identify any skills that the student displayed in pursuing his/her studies. Whilst the privacy of the student should be respected, it will help the panel of judges to assess the nomination, if some detail regarding the challenges facing the student and the way in which they met these challenges, is provided. For nominations in this category to be taken forward there must be a **Personal Statement** from the student themselves included with the nomination.

3. Submitting the Nominations

Nominations must only be submitted to Certa by providers and will not be accepted directly from students. Each nomination should be submitted on the correct form (templates below) and be emailed to accesstohe@certa.org.uk on or before the closing date, please use the subject line KF PRIZE NOMINATION for the email.

Certa will consider all nominations and will nominate no more than one learner per category for consideration for a Keith Fletcher Access to HE Prize.

Please ensure that all supporting documents are in a standard readable format using Word, PDF, JPEG or other standard format which could be opened on PC or Mac.

The closing date for nominations to be made to Certa is **Thursday 31st October 2019**.

4. The Judging Process

Certa will judge each nomination based on the criteria outlined in section 2 of this application. Certa will then nominate a maximum of one learner per category for the Keith Fletcher Access to HE Prizes.

The Certa nominee from each category will then be forwarded for judging for a Keith Fletcher award. Each AVA (including Certa) will nominate a judge for the judging committee.

5. Publicity and Award of Prizes

As previously, LASER will liaise with Nic Dakin MP to see if the awards can, once again, be hosted at the Palace of Westminster.

Each participating AVA can use the winning nominee details as the basis for regional press releases and publicity, subject to consent from winners.

6. General Rules and Conditions

- Only **one** student should be nominated for each category per AVA.
- Nominations **must** be received on the nomination forms to ensure consistency for judging.
- An individual student can only be nominated for one category.
- The decisions of the panel of judges will be final.
- Each AVA should have obtained prior permission of the nominee for using his/her details in any subsequent publicity relating to the prizes.
- In each category there will be a winner and a runner up
- The prize funds will be determined by dividing the contributions from each AVA (£200 per AVA) between the prize winners and runners up. The prize money will be split into two sections. The winners prize fund will consist of approximately 60% of the overall prize fund and the runners up prize fund will consist of the remaining 40%. The winners will then each receive half of the winning funds and the runners up will receive half of the runners up funds each. The prizes will be paid as cash or cheques.
- GDPR: Details of nominees selected by Certa will be shared with LASER Awards, who provide the administration for the Keith Fletcher Awards.
- GDPR: LASER regards the lawful and correct treatment of personal information as very important to its successful operations, and to maintaining confidence between LASER and those with whom it carries out business. LASER will ensure it treats personal information lawfully and correctly. To this end LASER fully endorses and adheres to the Principles of the General Data Protection Regulation (GDPR). Personal details of nominees will not be shared with third parties, all nominations are anonymised prior to judging and winners will be contacted prior to any publicity announcements. A copy of LASER's Privacy Notice can be found here: <https://www.laser-awards.org.uk/wp-content/uploads/2018/05/LASER-Privacy-Notice.pdf>
- GDPR: Certa is a trading name of Open College Network Yorkshire and Humber Region, which is a member of the Skills and Education Group. The Skills and Education Group's privacy policy can be found here: http://certa.org.uk/cookies_privacy

Nomination Form for the Keith Fletcher Access to HE Memorial Prize 2018-19 in the category 'Outstanding Academic Achievement'

Provider Name:	
Nominee Details:	
Student Name	
Address	
Telephone	
Email	
Course Details:	
Centre Name	
Access to HE Diploma Title	
Dates on Course	
Supporting evidence for nomination	
1. Supporting statement from Access centre (please provide enough detail and explanation to enable panel of judges to assess the nomination – wherever possible please include evidence of academic work - this can be in a variety of formats as outlined in the guidance for the Access Learner Prizes)	
2. List any appended evidence (e.g. attached e-files, photocopies, photos of work, other evidence etc.) Please note only a maximum of 3 examples can be accepted and all work must be anonymised see guidance note 2.1.	
Person at centre authorised to nominate this student	Print Name: Signature: (or attach email to verify)
Contact details of person above – tel. & email please	
Date	

**Nomination Form for the Keith Fletcher Access to HE
Memorial Prize 2018-19 in the category
'Outstanding Commitment to Study'**

Provider Name	
Nominee Details:	
Student Name	
Address	
Telephone	
Email	
Course Details:	
Centre Name	
Access to HE Diploma Title	
Dates on Course	
1. Supporting statement from Access centre (please provide enough detail and explanation to enable panel of judges to assess the nomination please see guidance for Access Learner Prizes)	
2. Supporting Statement from the nominated Student (can be attached separately)	
Person at centre authorised to nominate this student	Print Name: Signature: (or attach email to verify)
Contact details of person above – tel. & email please	
Date	