

2010 ACSWA EXCELLENCE IN CARE AWARDS



Aged & Community Services
Western • Australia • Incorporated



AWARD CRITERIA & NOMINATION FORM



EXCELLENCE IN CARE AWARDS

ACSWA is pleased to announce the call for nominations for the ACSWA Excellence in Care Awards for 2010. These Awards, now in their second year, are a celebration and recognition of excellence across the not-for-profit aged care and community care sector and those who contribute to the quality of life of older people, people with disabilities and/or their carers.

The Aged and Community Services of WA (ACSWA) Excellence in Care Awards will be presented at a gala presentation dinner on Friday June 11, 2010, at the Bellevue Ballroom of the Perth Convention Exhibition Centre.

STATE/NATIONAL AWARDS

The key State Awards to be showcased are:

- **EMPLOYEE**
- **VOLUNTEER**
- **ORGANISATION**
- **INDUSTRY SUPPORTER**
- **TRAINEE OF THE YEAR**
- **MEDIA (BEST COVERAGE)**
- ***ACE - AGED AND COMMUNITY EXCELLENCE**

*Not eligible for National Award

All State winners will automatically be nominated for the ACSA National Awards to be presented at the ACSA National Conference in Tasmania in September.

PRESENTATION OF AWARDS

The ACSWA Excellence in Care Awards will be presented at the very popular gala dinner at:

Venue: Bellevue Ballroom, Perth Convention Exhibition Centre

Date: Friday June 11, 2010

Time: 6.30pm for 6.45pm start

Theme: Diamonds and Pearls

The MC for the night will be popular ABC sports presenter Karen Tighe and entertainment will be provided by popular local big band One Step Ahead.

NOMINATIONS

All nominations will be confidential. Self-nomination is acceptable for the Organisation, Media and Industry Supporter Awards. Where eligible, nominations for more than one Award category may be made.

The nomination may not exceed three A4 pages in addition to the Nomination Form and your referee letters. All nominations are to be made on the Nomination Form at the end of this brochure with four (4) copies of any attachments required, and should provide sufficient information to enable proper assessment by the Judging Panels. Because the judges come from many different walks of life, some do not have an intimate knowledge of our industry. For this reason we request a brief background of your organisation be included with each nomination.

We request all nominees heed the limitations placed on material submitted for judging. The members of the judging panels are all giving their time voluntarily and we do not wish to make their task an onerous one.

We request the two referees listed on the nomination each submit a brief letter outlining their support. These should be included with the nomination material but are additional to the substantiation limit specified.

Nominations and/or enquiries should be directed to Christine Stanton, Awards Convenor, ACSWA Excellence in Care 2010 Awards

Post: PO Box 1276, Innaloo WA 6918

Email: business@acswa.org.au

Phone: 9244 8233

Fax: 9244 8122

**Nominations open from February 24, 2010 and close Wednesday, April 21, 2010.
Judging will take place from Tuesday, April 27, 2010.**

ASSESSMENT OF NOMINATIONS

ACSWA will appoint a judging panel comprised of at least three individuals to assess nominations in each Award category.

State winners will progress to the National Awards in their relevant category except in the ACE Award which is purely an ACSWA Award.

The Judging Panels will have discretion when considering nominations and their decisions in respect to the Awards are final. Judges may call for additional information or clarification on individual nominations/applications. In the case of a tie, the relevant State Association or ACSA will determine the Award winner.

No correspondence will be entered into in respect of a Judging Panel's decision, and a Judging Panel's decision cannot be appealed.

Nomination criteria for each award is following.

Awards Criteria - Trainee

The Trainee Award celebrates the outstanding achievements of an employee who is studying and working towards a qualification in the aged care sector.

Addressing the Nomination Criteria

In your submission please:

1. Outline the Trainee's role in your organization (including length of service).
2. Describe how the learning has assisted the individual and the organization in providing innovative and quality care.
3. Explain why they should receive our Award.
4. Supply any other information that you consider relevant to this nomination.

All Nominations are to be made on the appropriate Nomination Form with four (4) copies of any attachments required.

The nomination form and attachments should provide sufficient information to enable proper assessment by the Judging Panel.

We request a brief background of your organisation be included with each nomination.

We ask that your two referees each provide a letter outlining their support for the nomination.

Please note: The nomination may not exceed three A4 pages in addition to the Nomination Form and your referee letters.

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Awards Criteria - Employee

The Employee Award recognises the dedication and contribution of an individual employee in the delivery of services to older people and people with a disability. The employee will have:

- Excelled in the care provided
- Demonstrated commitment and dedication.

Addressing the Nomination Criteria

In your submission please:

1. Outline the employee's role in your organisation.
2. Describe how the employee has excelled in care provision.
3. Describe how the employee's commitment and dedication has been reflected in practice.
4. Supply any other information that you consider relevant to this nomination.

All Nominations are to be made on the appropriate Nomination Form with four (4) copies of any attachments required.

The nomination form and attachments should provide sufficient information to enable proper assessment by the Judging Panel.

We request a brief background of your organisation be included with each nomination.

We ask that your two referees each provide a letter outlining their support for the nomination.

Please note: The nomination may not exceed three A4 pages in addition to the Nomination Form and your referee letters.

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Awards Criteria - Industry Supporter

This Award acknowledges a corporate sector organisation who demonstrates excellence in the development of products and /or services or other support to the aged care industry

Addressing the Nomination Criteria

In your submission please:

1. Provide a brief outline of your organization (services, clients, size, length of operation etc.)
2. Describe why your organisation is an industry leader in the development of products, services or other support to the aged care industry.
3. Provide examples of innovation, excellence and leadership.
4. Describe how your products, services or other support has resulted in quality care and exceptional services for the aged and community care clients.
5. Supply any other information that you consider relevant to this nomination.

All Nominations are to be made on the appropriate Nomination Form with four (4) copies of any attachments required.

The nomination form and attachments should provide sufficient information to enable proper assessment by the Judging Panel.

We request a brief background of your organisation be included with each nomination.

We ask that your two referees each provide a letter outlining their support for the nomination.

Please note: The nomination may not exceed three A4 pages in addition to the Nomination Form and your referee letters.

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EVERY MINUTE. EVERY HOUR. EVERY DAY. WE CARE.

Awards Criteria - Media

Our Media Award recognises an individual or organisation whose efforts result in the positive portrayal of older people, and/or the aged and community care services to the broader community. This could be via any form of media eg print, radio, television, web.

Addressing the Nomination Criteria

In your submission please:

1. Provide an outline of the media coverage. (Please include a copy of any media coverage where possible.)
2. Describe the process which resulted in the positive portrayal of older people, and/or aged and community care services to the broader community.
3. Supply any other information that you consider relevant to this nomination ie any subsequent media or planned follow up actions).

All Nominations are to be made on the appropriate Nomination Form with four (4) copies of any attachments required.

The nomination form and attachments should provide sufficient information to enable proper assessment by the Judging Panel.

We request a brief background of your organisation be included with each nomination.

We ask that your two referees each provide a letter outlining their support for the nomination.

Please note: The nomination may not exceed three A4 pages in addition to the Nomination Form and your referee letters.

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Awards Criteria - Volunteer

The Volunteer Award recognises an individual who exemplifies the tireless generosity of volunteers in caring for and supporting older people, people with disabilities and their carers.

Addressing the Nomination Criteria

In your submission please:

1. Outline the Volunteer's role in your organization (including length of service).
2. Describe how they have excelled in their service.
3. Explain why they should receive the Award.
4. Supply any other information that you consider relevant to this nomination.

All Nominations are to be made on the appropriate nomination form with four (4) copies of any attachments required.

The nomination form and attachments should provide sufficient information to enable proper assessment by the Judging Panel.

We request a brief background of your organisation be included with each nomination.

We ask that your two referees each provide a letter outlining their support for the nomination.

Please note: The nomination may not exceed three A4 pages in addition to the Nomination Form and your referee letters.

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Awards Criteria - Aged Care Excellence (ACE)

The ACE (Aged and Community Excellence) Award celebrates the unprecedented and significant voluntary contribution of an individual to the business of ACSWA in supporting its providers of aged and community care services.

Addressing the Nomination Criteria

In your submission please:

1. Outline the individual's role in contributing to ACSWA (including length of service).
2. Describe how the contribution to ACSWA has assisted in providing services to members.
3. Supply any other information that you consider relevant to this nomination.

All Nominations are to be made on the appropriate Nomination Form with four (4) copies of any attachments required. The nomination form and attachments should provide sufficient information to enable proper assessment by the Judging Panel. *The nomination must be endorsed by an ACSWA staff member.* Please note: The nomination may not exceed three A4 pages in addition to the Nomination Form and your referee letters.

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Awards Criteria - Organisation

This Award recognises a provider organisation who demonstrates leadership, innovation and excellence in any/all of the following areas:

- People management
- Training
- Technology
- Customer Service
- Stakeholder communications
- Environment

Addressing the Nomination Criteria

In your submission please:

1. Provide a brief outline of your organization (services, clients, size, length of operation etc.)
2. Describe why your organisation is an industry leader in any of these six areas: people management, training, technology, customer service, stakeholder communications, environment.
3. Provide examples of innovation, excellence and leadership for these six areas.
4. Describe how your leadership in these six areas has resulted in quality care and exceptional services for your clients/residents.
5. Supply any other information that you consider relevant to this nomination.

All Nominations are to be made on the appropriate Nomination Form with four (4) copies of any attachments required.

The nomination form and attachments should provide sufficient information to enable proper assessment by the Judging Panel. We request a brief background of your organisation be included with each nomination. We ask that your two referees each provide a letter outlining their support for the nomination. Please note: The nomination may not exceed three A4 pages in addition to the Nomination Form and your referee letters.

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NOMINATION FORM



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SECTION 1: INSTRUCTIONS FOR NOMINATING A PERSON/ORGANISATION

Please complete this page and the one following, and address the nomination criteria as specified on the relevant Award Criteria in this document.

Please supply four (4) copies of all documentation for use by the judging panels.

Please include a suitable photograph of the Nominee. Photo to be returned to sender:
Yes No

SECTION 2: NOMINEE

Preferred Title: _____ First Name: _____

Surname: _____

Position: _____

Organisation: _____








Organisation Address: _____

Phone: _____ Fax: _____

Email: _____

SECTION 3: AWARD

Award this person/organisation is nominated for: please tick relevant category

- | | | |
|--------------------------|-----------------------------|--|
| <input type="checkbox"/> | Trainee | Sponsored by  |
| <input type="checkbox"/> | Volunteer | Sponsored by  |
| <input type="checkbox"/> | Employee | Sponsored by  |
| <input type="checkbox"/> | Organisation | Sponsored by  |
| <input type="checkbox"/> | Industry Supporter | Sponsored by  |
| <input type="checkbox"/> | Media | Sponsored by  |
| <input type="checkbox"/> | Aged Care Excellence | Sponsored by  |



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SECTION 4: NOMINATOR

Title: _____ First Name: _____

Surname: _____

Position: _____

Organisation: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Signature: _____ Date: _____

SECTION 5: REFEREES FOR NOMINATION

Title: _____ First Name: _____

Surname: _____

Organisation: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Title: _____ First Name: _____

Surname: _____

Organisation: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Nominations to ACSWA by 5pm, Wednesday April 21, 2010
PO Box 1276, Innaloo WA 6918 or Suite 16, 25 Walters Drive,
Osborne Park 6017 www.acswa.org.au Ph: 9244 8122