

Guidance Notes

The Northern Ireland Creative & Cultural Skills Awards recognise organisations and individuals working to support young talent to build careers in the creative sector. The Awards also seek to recognise exemplary students and interns working in the sector.

The deadline for all nominations is 5pm on Friday 11 October 2019.

Award winners will be announced at a ceremony at Belfast Metropolitan College, e3 Campus, 398 Springfield Road, Belfast, BT12 7DU on 5 December 2019.

WHO CAN MAKE A NOMINATION

- Anyone is able to submit a nomination. Each individual/team will be assessed on their achievements so whether you're a freelancer, small business or large corporation, please get involved!
- Self-nominations are permitted.

HOW TO MAKE A NOMINATION

- Nominations should be completed using the online application at <https://www.surveymonkey.co.uk/r/ZDDHBPV>
- If you are unable to complete this form online or require it in a different format please contact us at sarah.jones@ccskills.org.uk 07880 230 594.
- More than one nomination may be entered however, each one must be submitted as a separate entry.

AWARD CATEGORIES

Nominations are invited for the following awards:

- Northern Ireland Creative Employer Award
- Northern Ireland Education & Industry Collaborative Project Award
- Northern Ireland Creative Tutor Award
- Northern Ireland Intern of the Year Award
- Northern Ireland Creative Student of the Year Award

COMPLETING THE NOMINATION FORM

Please complete all areas of the nomination form accurately, following the instructions in each section closely. It is important that you provide as much information as possible and explain what the nominee's contribution has been.

The judges will be looking for applications which show:

- Impact
- Ambition
- Going above and beyond the normal day to day business
- Evidence of the activity described

The judges can only assess the nomination based on the information they are given so please consider your comments and ensure to provide sufficient detail as evidence. The application should demonstrate the strengths of the nominee, so that each individual/team can be assessed on their achievements irrespective of the size of organisation they work for. Please see individual criteria for each award below.

Northern Ireland Creative Employer Award

Those nominating will be asked to select and expand on **three** of the following criteria providing information about the nominee's activity and projects

- Nominee demonstrates an outstanding commitment to offering skills, training and/or mentoring for young people seeking to build a career in the creative sector
- Nominee can evidence a track record of successfully supporting young people to gain employment in their respective area of work
- Nominee is committed to promoting diversity within the creative workforce and fair access to employment for all young people
- Nominee's activity or approach to investing in young people is particularly innovative and imaginative
- Nominee has delivered a specific programme or project to offer training and experience to young people

You will be asked to provide evidence that demonstrates the nominee's good work. This might be statistics, testimonies, a written summary or links to awards and press coverage.

Northern Ireland Creative Tutor Award

Those nominating will be asked to select and expand on **three** of the following criteria providing information about the nominee's activity and projects

- Nominee demonstrates an outstanding commitment to offering skills, training and/or mentoring for young people; going the extra mile to provide opportunities for students to engage with industry
- Nominee is committed to promoting diversity and fair access to creative education and employment

- Nominee's activity or approach is particularly innovative and imaginative, reflecting industry practice and trends
- Nominee can evidence a track record of successfully supporting young people to gain employment in their respective area of work

You will be asked to provide evidence that demonstrates the nominee's good work. This might be statistics, testimonies, a written summary or links to awards and press coverage.

Northern Ireland Education & Industry Collaborative Project Award

Those nominating will be asked to select and expand on **three** of the following criteria providing information about the nominee's activity and projects

- Nominees have collaborated to develop industry projects, live briefs or experiences to support young people in gaining relevant skills, knowledge and confidence
- Nominees demonstrate an ambition to help young people overcome difficulties and to actively support individuals from all backgrounds become more employable in the creative and cultural industries
- Nominees' collaborative activity or approach is particularly innovative and imaginative
- Nominees have provided work experience and mentored young people in and beyond the workplace

You will be asked to provide evidence that demonstrates the nominee's good work. This might be statistics, testimonies, a written summary or links to awards and press coverage.

Northern Ireland Intern of the Year Award

Those nominating will be asked to select and expand on **three** of the following criteria providing information about the nominee's activity and projects

- Nominee has exceeded expectations, showing an outstanding commitment to learning and a desire to improve
- Nominee has displayed the ability to make a significant difference to the productivity and efficiency of their place of work
- Nominee has taken every opportunity to gain experience and shown an ambition to develop long term career opportunities
- Nominee has brought new ideas and implemented new ways of working into the organisation
- Nominee has created new opportunities for the organisation

You will be asked to provide evidence that demonstrates the nominee's good work. This might be statistics, testimonies, a written summary or links to awards and press coverage.

Northern Ireland Creative Student of the Year Award

Those nominating will be asked to select and expand on **three** of the following criteria providing information about the nominee's activity and projects

- Nominee has exceeded expectations, showing an outstanding commitment to learning and a desire to improve

- Nominee has brought new ideas and different ways of working into their coursework and creative practice
- Nominee has taken every opportunity to gain industry experience and shown an ambition to develop long term career opportunities
- Nominee has sought to develop business opportunities and promote their creative practice beyond their course

You will be asked to provide evidence that demonstrates the nominee's good work. This might be statistics, testimonies, a written summary or links to awards and press coverage.

TIMING OF NOMINATIONS

- The deadline for all awards is 5pm on Friday 11 October 2019.
- All decisions made by the Creative & Cultural Skills Awards panel are final and not subject to review or appeal.

SHORTLIST

- Creative & Cultural Skills will filter out any nominations that do not meet the criteria. If the nomination is deemed to meet the criteria it will be put forward to the independent final judging panel.
- Winners will be announced at the awards ceremony on 5 December 2019.

CEREMONY

- Nominees will be invited to attend a ceremony at Belfast Metropolitan College, e3 Campus, 398 Springfield Road, Belfast, BT12 7DU on 5 December 2019.
- Please ensure that you or a member of your organisation are able to attend the ceremony.
- Only one trophy will be provided per award.

ENQUIRIES

For further enquiries, please contact the team at Creative & Cultural Skills at sarah.jones@ccskills.org.uk or on 07880 230 594.