



The CSP Charitable Trust  
Registered Charity No. 1197247

## CSPCT: Education Awards Panel Report (2023) Academically Accredited Courses (AAC) Award

The purpose of this report is to provide applicants with additional guidance on key areas which require attention in the AAC award applications. This guidance is based on the Education Award Panel's reflections on the previous round of applications. The intention is to support successful applications.

In the previous round of applications a number were ineligible for consideration. The reasons for their exclusion included the following:

- Either under or over the permissible word count, which is stated in the application guidance
- Not providing any of the required supporting documents and no contact made with Awards Administrator in advance to explain this
- Application not submitted in correct format or used older versions of application form
- Incomplete applications (some questions unanswered or incomplete documentation submitted)

### Other areas to pay attention to:

#### **1) Pay careful attention to the scoring guidelines rubric as this is used to mark your application**

You need to address all the criteria that are outlined in each of the sections in the rubric. Not addressing *all* the criteria will limit the score you can achieve for that section. For example, in section 'D' which is on dissemination, you are asked to outline a clear, realistic and relevant timeframe for your dissemination activities to be actioned. Many applicants do not mention a timeframe and therefore do not score more than 4 points for this section. To elevate your application, consider dissemination plans which are more than what you would normally do via in-service training.

Other criteria that are often missed are for section 'A' where applicants are asked to discuss how their learning is linked to their personal development plan or consider how their learning will benefit the development of others in the future. Section 'C' which is about development of the profession – think about how your chosen course will progress the profession. Weaker applications often miss discussing these elements. It is important therefore that close attention is paid to the criteria which your application will be marked against.

#### **2) Ensure that you put the relevant information in the correct sections**

You are given four sections to discuss, each with their own criteria. Ensure that you place your answers for the section under the correct heading. Do not cut and paste the course description to insert into any of the sections. For example, for section 'A' you are asked to discuss *your* current and future practice. You should discuss this area in section 'A' only, checking you are addressing each of the criteria in the guidance. You will not be given points if you discuss this area within one of the other sections (B, C, or D). To write your application within the word count you need to be careful to place the correct information in the correct sections.

#### **3) For dissemination of findings**

Try to think outside the box around how you plan to disseminate your findings and think beyond the usual methods. Don't forget to add a timeframe to your dissemination plan. This area is currently not strong and often the answers given are generic and not specific to you in your role or area.