

## Guidance Notes for Submitting Your Entry

**You should read this document fully before you fill out your entry form.**

Thank you for choosing to enter the APS annual CDM and student designer awards. Please read these notes carefully. They will help you to understand what information we are looking for, what the judging criteria is and tell you which format you should use to send your supporting evidence.

We look forward to receiving your entry and wish you the best of luck.

### **About the sections in the entry form**

Sections 1 – 2 asks for basic information about you, other organisations involved in your submission and brief details about the project that forms your entry.

Section 3 is the submission section. Please read the notes below on how to provide the right information and how to include supporting evidence.

Section 4 requests some information we need so we can announce the shortlisted entries and display your entry. Please note any submissions that don't include this will not be accepted.

Section 5 covers our duty to protect the information you provide under GDPR legislation.

Section 6 is where you sign and date your entry

### **Your submission (Section 4)**

This is the section where you tell us about your project. Please read *Judging Criteria* before you fill out this section as it tells you what the judges are looking for in the information you provide.

Answer the questions in the spaces provided on the entry form. The maximum number of words per answer is 500 words (there is no minimum).

### **Supporting evidence**

Please include any supporting evidence you have in the form of digital documents, photographs, images and graphics.

Images, photographs and graphics can be dropped into the relevant answer box on the entry form or included as an appendix. Please use low resolution images.

Documents must be attached as appendices.

Please name your appendices and refer to them clearly in your answers in a way that they can easily be matched up to the answer they support. We will have to disregard supporting evidence if this is not done clearly.

## Section 5

We ask you to provide relevant logos, company description(s) and hi-resolution images. These do not form part of your entry but are essential to announcing the shortlisted entries.

### Why we need this information

We will use your logo, your company name and the project description you provide in marketing and PR materials we send out before, during and after the awards.

We will also follow the twitter handle(s) you provide.

### Pop up banners

If your entry is shortlisted we will create a pull-up banner with details of your entry, the images you provide and your logo to be displayed at the event. You get to take this banner away with you after the event.

## Health, Safety and Wellbeing Initiative: Judging Criteria

This award recognises initiatives that have successfully advanced health, safety and/or wellbeing standards within the construction industry. Entries are welcome from across the sector and could be examples of innovative solutions implemented by an organisation or for a specific project. These solutions may be in response to various design/construction risks, public safety hazards, personnel wellbeing or the mental health of stakeholders and employees. Judges are looking for evidence that illustrates creative and effective approaches to raising health, safety and wellbeing standards. Applicants must be able to demonstrate clearly how the initiative has been a success.

		Max Score
<b>1. Presentation</b>	The initiative is explained in a logical, clear manner. Judges can easily identify what was done, why it was done and who was involved.	10
<b>2. Aims, objectives and measurable impact</b>	The initiative has clearly defined aims and objectives. It tackles a significant issue associated with the construction industry and the success of the initiative is measurable and clearly demonstrated.	30
<b>3. Creative, effective approaches</b>	The entry describes a new approach to raising standards or it has used well-established approaches in new, creative ways.  The entry describes a thoroughly professional approach to introducing the initiative and shows that key stakeholders are engaged in a timely manner at an appropriate level.	30
<b>4. Problem Solving</b>	Describes a considered and proportionate approach to identifying and addressing the significant risks and challenges.  Demonstrate considerable understanding of the organisational environment and / or the nature of the technical challenge(s).	30
	<b>Total</b>	<b>100</b>