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

Section 4 is the submission section. Please read the notes below on how to provide the right information and how to include supporting evidence.

Section 5 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 6 covers our duty to protect the information you provide under GDPR legislation.

Section 7 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.

Project of the Year: Judging Criteria

An effective Principal Designer plans, manages, coordinates and monitors health and safety issues in the pre-construction phase. For this award, judges are looking for projects that showcase proportionate and effective design risk management (taking into account buildability, maintainability and usability issues) and the effective engagement of all relevant parties.

		Max Score
1. **Stakeholder engagement**	Demonstrate appropriate levels of communication and engagement with stakeholders.	20
2. **Planning**	Demonstrate that planning and programming of all stages have been established, communicated and completed within allotted timescales and that any changes have been communicated effectively.	20
3. **Understanding of DRM and CDM**	Demonstrate a clear understanding and sound knowledge of construction design risk management, including ensuring consideration of Buildability, Maintainability and Usability.	20
4. **Communication**	Evidence to show that clear, consistent and effective communication was implemented and maintained throughout the project.	20
5. **Verification of Performance and Quality Management**	Describes effective methods for verifying performance on this project. Have quality management systems been established to encourage health and safety considerations? Eg. KPIs's, management of subcontractors, milestones, reviews and SSIP and other accreditation etc.	20
	Total	**100**