

# Nomination Form

SummitSkills Awards for Excellence 2011

## Information for Award Categories

### **Nomination Process**

Please ensure you enclose the correct information:

- Fully completed nomination form and photograph
- Copies of appropriate certificates (highest held)

*Note: Please do not send S/NVQ portfolios of evidence*

### **Please send completed nomination forms to:**

Angela Buckingham  
SummitSkills  
Vega House  
Opal Drive  
Fox Milne  
Milton Keynes  
MK15 0DF

Fax: 01908 303989

**The closing date for receipt of nominations is  
Monday 1st August 2011**

### **Further help and advice**

Angela Buckingham at SummitSkills on 01908 303972 or  
angela.buckingham@summitskills.org.uk

### **Selection Process and Interview**

The selection panel will be looking for evidence of achievement, personal ambition, motivation, initiative, innovation or originality.

During the selection process some candidates may be asked for additional information to support their application (i.e. letters of commendation from clients or other special achievements). Candidates may also be asked to attend an interview.

### **Conditions of Entry**

The organiser cannot accept any responsibility for the loss or non-arrival of any entry. Receipt of all nomination forms will be acknowledged with an e mail, by Friday 12th August 2011

### **The SummitSkills Awards for Excellence**

The SummitSkills Awards for Excellence will be held on Friday October 7th 2011 at the Excel Exhibition Centre in London within the WorldSkills Competition Event

**Award Categories****Academic Criteria****Operative Awards**

Heating & Ventilating Operative of the Year	No applications for this category. The award is made to the winner of the 2011 SkillPIPE competition.
Plumbing Operative of the Year	No applications for this category. The award is made to the winner of the 2011 SkillPLUMB competition.
Refrigeration & Air Conditioning Operative of the Year	No applications for this category. The award is made to the winner of the 2011 SkillFRIDGE competition.
Electrotechnical Operative of the Year	No applications for this category. The award is made to the winner of the 2011 SkillELECTRIC competition.

**Technician Disciplines**

Technician Engineer of the Year	Completed HNC/HND (awarded merit or distinction) or Foundation Degree in any building services engineering discipline by the end of Sept 2010.
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**Experienced Existing Worker Awards**

Experienced Existing Worker of the Year (Mechanical)	Through substantial industry experience candidates will have achieved S/NVQ L2/L3 and/or carried out significant professional development – open to all mechanical disciplines: • H&V industrial/commercial, domestic, ductwork installation or service & maintenance • plumbing • refrigeration & air conditioning
Experienced Existing Worker of the Year (Electrical)	Through substantial industry experience candidates will have achieved S/NVQ L3 and/or carried out significant professional development – open to all electrical disciplines: • electrical installation building & structures • electrical maintenance • installing highway electrical systems • installing instrumentation systems • installing structured cable systems • electrotechnical panel building • repair & rewind electrical machines • electrical & electronic servicing.

**Craft/Technician/Supervisory/Managerial Environmental Award**

Environmental Excellence Award	Through substantial industry experience candidates will have achieved S/NVQ L2/L3 or other relevant craft / technician National Qualification and / or carried out significant professional development – open to all environmental disciplines: • Air & Ground source Heat Pumps • Rainwater Harvesting • Fuel Cell Technology • Micro-Hydro Generation • Bio-Fuel and or Biomass • Micro-Wind Energy Installation • Combined Heat and Power • Photovoltaic • Solar Water
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**Now go to Pages 4–7 to complete the entry form**

**Award Categories****Academic Criteria****Supervisory/Managerial**

<p>Happold Bursary <b>Now go to Pages 8&amp;9 to complete the entry form</b></p>	<p>S/NVQ Level 3 in one of the building services engineering disciplines. Plus a minimum of 3 years post apprenticeship/traineeship experience. Employed in the Industry and considered by his/her employer to be ready to move into a supervisory role.</p>
<p>Alfred Manly Management Award <b>Now go to Pages 10&amp;11 to complete the entry form</b></p>	<p>Completed HNC/HND (awarded merit or distinction) or Foundation Degree in building services engineering. Currently employed in a junior or middle management position and judged by their employer to be capable of progressing to a senior management position.</p>
<p>Professional Engineer of the Year – Ann Noblett Memorial Scholarship <b>Now go to Pages 12&amp;13 to complete the entry form</b></p>	<p>Completed HNC/HND (awarded merit or distinction) or Foundation Degree in building services engineering and working towards the achievement of membership of an appropriate chartered professional body (open to all building services engineering sector disciplines).</p> <p>The scholarship will contribute towards development intervention to assist the winner to achieve their professional potential.</p>

# SummitSkills Awards for Excellence

## 1. Personal Details of Applicant

Name \_\_\_\_\_

Address (including postcode) \_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_

Email \_\_\_\_\_



## 2. Nomination Category *(Please tick one box)*

**Before completing this form please refer to the Award Categories and Criteria overleaf**

- Experienced Existing Worker of the Year (Mechanical)
- Experienced Existing Worker of the Year (Electrical)
- Technician Engineer of the Year
- Environmental Excellence Award

## 3. College Courses (past and current)

Please list the full title of all courses completed & the qualifications achieved

Date Commenced	Course Title	College/Training Provider/Managing Agent	Level of qualification & date awarded

Please list the full title of all courses you are currently attending and the qualification it leads to

Date Commenced	Course Title	College/Training Provider/Managing Agent	Level of qualification & expected award date

#### 4. Details of Nominator

Company Name \_\_\_\_\_

Address (including postcode) \_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Contact Name \_\_\_\_\_

Email \_\_\_\_\_

#### 5. Provider/Managing Agent Details (if different to section 4)

Company Name \_\_\_\_\_

Address (including postcode) \_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Contact Name \_\_\_\_\_

Email \_\_\_\_\_

#### 6. Employer Details (if different to section 4)

Company Name \_\_\_\_\_

Address (including postcode) \_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Contact Name \_\_\_\_\_

Email \_\_\_\_\_

#### Employer Declaration

I \_\_\_\_\_ (insert full name) fully support this nomination for a SummitSkills Award for Excellence. Support will include time to attend the awards. I agree to take part in any publicity concerning the awards and confirm that the details given in this application are accurate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





# HVCA Sponsored Award Happold Bursary



**The Happold Trust is a charity registered for the promotion of education, research and training in fields applicable to the construction industry, engineering, design, technology and architecture.**

The Happold Bursary is awarded to a craftsperson with a Level 3 Scottish Vocational Qualification or National Vocational Qualification (S/NVQ) and a minimum of three years' post-apprenticeship/traineeship experience within the building services engineering sector who has demonstrated the ability and maturity to progress, and is considered by his/her employer to be ready to move into a supervisory role and assume further responsibility.

## Personal Information

Mr  Mrs  Miss  Ms

Forenames

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Surname

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Date of Birth

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Nationality

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Home Address (including postcode)

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Telephone

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Email

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Please insert  
passport photo

## Employer

Name of Employer

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Address of Employer (including postcode)

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Contact

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Telephone No.

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Fax No.

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Email

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**NOMINATIONS MUST BE RETURNED BY 1st AUGUST 2011**

**You must provide the following documents to support your application:**

- an up-to-date curriculum vitae (CV) which outlines your academic achievements and work experience to date; and
- a description of your current role and the team in which you operate (ie, roles, responsibilities and reporting lines).  
Where possible, please include an organisational chart to aid the judges' understanding.

Describe to us what you believe are the greatest challenges facing a supervisor/team leader on today's contracts/projects.

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Describe what you believe are the greatest rewards of being a supervisor/team leader.

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Think of a supervisor/team leader you have worked alongside and admired, and describe the qualities/skills that made him/her a good role model).

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If you could develop one of the skills/qualities you admired in that supervisor/team leader, which one would it be, and why?

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How do you think developing that skill/quality would benefit you as an individual and your project/organisation as a whole?

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**Please ask your employer to provide a short statement as to why he/she believes you would be a worthy recipient of a HAPPOLD BURSARY AWARD**

Employer's Signature:

Date:

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Nominee's Signature:

Date:

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# HVCA Sponsored Award

# The Alfred Manly Management Award



The Alfred Manly Management Award celebrates the achievements of young engineers who have been judged to be capable of progressing to a senior management role within the building services engineering industry.

For those who have completed a HNC/HND, Foundation Degree or degree course in building services engineering and are employed in a junior or middle management position, the award aims to help them to identify their key management development needs, and provides support for the appropriate development intervention to assist them in achieving their full management potential.

## Personal Information

Mr  Mrs  Miss  Ms

Forenames

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Surname

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Date of Birth

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Nationality

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Home Address (including postcode)

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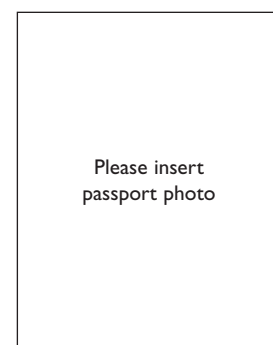
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Telephone

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Email

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## Employer

Name of Employer

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Address of Employer (including postcode)

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Contact

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Telephone No.

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Fax No.

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Email

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Are you currently a member of a professional body? If so, of which body and at what level?

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**NOMINATIONS MUST BE RETURNED BY 1st AUGUST 2011**

**You must provide the following documents to support your application:**

- an up-to-date curriculum vitae (CV) which outlines your academic achievements and work experience to date; and
- A description of your current role and the team in which you operate (ie, roles, responsibilities and reporting lines).  
Where possible, please include an organisational chart to aid the judges' understanding.

Describe to us what you believe are the greatest challenges facing a manager engaged on today's contracts/projects.

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Describe what you believe are the greatest rewards of being a manager engaged on today's projects/contracts.

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Think of a manager you have worked alongside and admired, and describe the qualities skills that make him/her a good role model.

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If you could develop one of the skills/qualities you admired in that manager, which one would it be, and why?

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How do you think developing that skill/quality would benefit you as an individual, and your project organisation as a whole?

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**Please ask your employer to provide a statement as to why he/she believes you would be a worthy recipient of an ALFRED MANLY MANAGEMENT AWARD**

Employer's Signature:

Date:

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Nominee's Signature:

Date:

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# HVCA Sponsored Award

# Ann Noblett Professional Engineer Of The Year Award



The HVCA established a Memorial Scholarship to honour the late Ann Noblett.

Ann managed the various memorial trusts entrusted to the Association for over 25 years and project-managed the industry's National Training Awards until they transferred to SummitSkills.

The award is open to all sector disciplines and recognises those who have completed a HNC/HND, Foundation Degree or degree course in building services engineering and are now working towards the achievement of an appropriate chartered professional body.

The scholarship will contribute towards a development intervention that assists the winner in achieving professional status.

## Personal Information

Mr  Mrs  Miss  Ms

Forenames

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Surname

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Date of Birth

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Nationality

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Home Address (including postcode)

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Telephone

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Email

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Please insert  
passport photo

## Employer

Name of Employer

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Address of Employer (including postcode)

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Contact

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Telephone No.

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Fax No.

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Email

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**NOMINATIONS MUST BE RETURNED BY 1st AUGUST 2011**

**You must provide the following documents to support your application:**

- A current copy of your personal development plan/individual training plan;
- An up-to-date curriculum vitae (CV) which outlines your academic achievements and work experience to date; and
- A description of your current role and the team in which you operate (ie, roles, responsibilities and reporting lines). Where possible, please include an organisational chart to aid the judges' understanding.

**Please ask your employer to provide a short statement as to why he/she believes you are a worthy recipient of an ANN NOBLETT PROFESSIONAL ENGINEER OF THE YEAR AWARD and include how the company aim to support the attainment of professional recognition.**

Describe to us what you feel are the greatest challenges facing the building services engineering industry during the next five years, and why.

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Describe what you feel are the principal opportunities open to the building services engineering Industry during the next five years, and why.

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Which professional body are you currently studying for membership, and at what level?

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In what ways do you think being a member of a professional body will benefit you as an individual and your employer?

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Employer's Signature:

Date:

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Nominee's Signature:

Date:

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