

Applying for an ACE Award

1

REFLECT ON PERFORMANCE

- **Collaboratively** identify your achievements with your **line manager** and **seek feedback** to support your ACE submission.
- Gain further feedback on your contributions from **colleagues**.
- **Reflect** on where you have made an **exceptional** contribution and how you achieved this.

2

IDENTIFY YOUR CHOSEN CRITERIA

- Identify if you would like to apply for a **permanent or one off ACE award**.
- Read the **applicant guidance** which details the ACE criteria.
- **Reflect** on **feedback**, your **activities**, and the **impact** of your contribution to shape how you will detail your performance.
- Select **3 criteria** that will enable you to best evidence your achievements.

3

WRITE AN APPLICATION

- Develop **written answers** to each of your chosen criteria.
- Please provide no more than **500 words** per criteria.
- **Collaborate** with your **line manager** to finalise your responses and ensure that they have access to your form.
- Ensure that your application clearly signposts your achievements, **how** you have delivered, the **impact** using **examples**.

4

SUBMIT APPLICATION

Line managers to progress the following:

- Please complete section 3 of the form.
- Please share the application with the relevant PVC/Director to complete section 4.

Applications should be submitted to **hrcommittees@brookes.ac.uk**.

Applicants:

Please note that **local deadlines** for submitting applications to **line management** may apply.