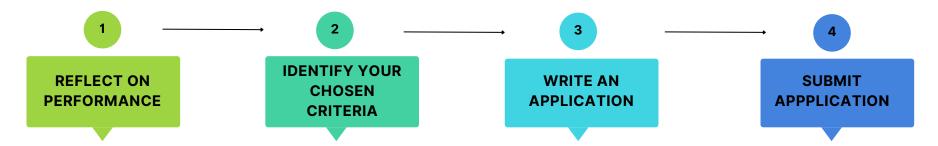


Applying for an ACE Award



- 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.

- 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.

- 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.

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.