

## ACE Criteria and Guidance

**The ACE scheme aims to celebrate and thank in a meaningful way colleagues who have demonstrated:**

- Outstanding performance,
- Significant achievement beyond normal expectations, or
- A consistently exceptional contribution.

The ACE application form should include examples of how you have achieved the above.

**Prior to submitting your application, we recommend that applicants:**

- Refer to the eligibility criteria on the ACE webpages to confirm eligibility.
- Seek feedback from colleagues and line managers to identify concrete examples and evidence of outstanding performance.
- Read the step by step guide which provides information on how to complete and submit an ACE application.

**Applicants are required to demonstrate an outstanding contribution in relation to 3 of the following criteria:**

- Delivering an excellent student experience
- Collaboration and motivation
- Customer/Stakeholder-centred service provision
- Acting as a role model by demonstrating the Brookes Guiding Principles
- Personal or professional development
- Leadership and coaching

**Please refer to page 3 of this guidance for a full definition of these criteria.**

**To apply for a permanent increment award, applicants will need to demonstrate a sustained, exceptional contribution.**

**Providing evidence-based responses will enable the ACE Panel to fully understand your contribution and impact, and to identify the appropriate outcome. Outcomes are based solely on the evidence provided in this document.**

**The ACE panel strive to provide fair, robust and inclusive outcomes that recognise colleagues who have made the greatest contribution and brought our values to life.**

### **Progressing an application**

Please note that line management and PVCs/Directors will need to complete sections 3 and 4 of the application form prior to submission. We advise that applicants ensure they leave adequate time for this to be completed. Local deadlines for submission to line managers may also apply.

**We advise discussing applications with line management at the earliest opportunity/prior to completing a form. to ensure an efficient progression through the process.**

### **Submitting an application**

Once all sections of the application form have been completed and finalised, please send this by email to [hrcommittees@brookes.ac.uk](mailto:hrcommittees@brookes.ac.uk).

**Once submitted, responses can not be amended.**

# ACE Criteria

## Delivering an Excellent Student Experience

### Applicants will demonstrate:

- That **students** are placed at the **forefront** of activity to support a **valuable and positive learning experience**.
- An **outstanding** commitment to **inspiring and enabling students** to achieve.

## Collaboration and Motivation

### Applicants will demonstrate:

- A **proactive and positive collaboration** which goes the **extra mile** to support colleagues, as a **team member or leader**, regardless of any **setbacks**.
- That **encouragement and advice** is provided to ensure that the team as a **whole** succeed, and deliver **exceptional outcomes**.

## Customer/Stakeholder centred Service Delivery

### Applicants will demonstrate:

- An **outstanding** contribution to service delivery that **places customers or stakeholders at the centre** of activity.
- An **enthusiasm and willingness** to take **ownership** of issues and provide solutions.

## Acting as a role model for others by demonstrating Brookes Guiding Principles

### Applicants will demonstrate:

- **Championing a diverse culture** and ensuring that **inclusivity** is embedded in the team environment and in its work.
- **Modeling Brookes' Guiding Principles** and supporting colleagues to do the same.

## Personal and Professional Development

### Applicants will demonstrate:

- The completion of **development activities** that result in a **tangible impact** on the wider team and delivery.
- A **growth mindset, perseverance and resilience** that overcomes challenges and utilises **mistakes as learning opportunities**.

## Leadership and Culture

### Applicants will demonstrate:

- **Respected leadership**, successful **development** of a team and the provision of **clear direction**, as well as **constructive feedback**.
- The development and maintenance of a **positive culture** that brings **Brookes' Guiding Principles to life**, is valued by the team and supports **success**.