



# Care Accolades 2013 entry pack

**Recognising and celebrating the social service workforce in Scotland**

"The Care Accolades highlights the great work services in Scotland do by offering a celebration of the excellent projects across the country."



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**“It is important to value the work that our staff do. The Care Accolades is an important way of doing that.”**

## **WELCOME TO THE CARE ACCOLADES 2013**

### **About the Care Accolades**

The Scottish Social Services Council's (SSSC) Care Accolades gives social service organisations in Scotland the chance to promote the service they deliver, their achievements and the excellent practice happening in this sector. The Care Accolades give us the chance to recognise the hard work of staff, people who use services and the projects and partnerships involved. We want to hear from teams, services or projects that have made a difference.

In 2013, Care Accolades will be awarded to organisations, teams and projects, giving you the chance to show your work in practice and share your ideas, success and innovation with other social service organisations in Scotland.

**“To be considered for a Care Accolades award is a great honour and recognition.” Highland Home Carers, finalist 2012,**

### **Who can enter?**

All social service organisations across all sectors in Scotland can enter. Whether you work with children or adults, in a criminal justice social work service for a local authority, a charity, voluntary or private sector organisation, you can put forward examples of excellent work for the Care Accolades 2013.

### **Why enter?**

There are many great reasons for entering:

- recognition of your achievements
- sense of value and pride and increase in staff morale
- sharing good practice
- demonstrate excellence in learning and development in organisations
- recognise improvement in the outcomes for people who use services
- promote examples of workforce development
- support efficient and effective examples within services
- your chance to show and promote the excellent work carried out in the sector to the wider public.

**Please read all of the information in this form before you complete and submit your entry.**

You'll find more information on how to complete a successful entry and comments and examples from previous finalists and winners on our Care Accolades website: [www.sssccareacolades.uk.com](http://www.sssccareacolades.uk.com)

The Care Accolades is itself an award winning event after winning the Chairman's Award at the Scottish Events Awards 2009.

## CATEGORIES IN 2013

There are nine categories for this year's awards:

1. Investing in the workforce, developing practice
2. Working better, working together
3. Working with local communities
4. Children and young people
5. Adults and older people
6. Innovation and redesign
7. Personalisation of services
8. Investing in preventing offending and reducing reoffending
9. One to watch

There is also a further award chosen from the finalists for each category:

Chair's Award – The Chair of the judging panel will choose a winner from all of the finalists who they feel demonstrate exceptional achievement and excellence.

## ENTRY REQUIREMENTS

Accolades will be presented for excellence in the 10 categories.

All entries must show how their work is involving and benefiting people who use social services and carers. We will be looking for entries to include information from people who use the service or their carers.

We're looking for entries from all types of services for each of the categories. They can be from any part of the social service sector (criminal justice, older people, children, day care, community and youth services are just a few examples of the types of services that can enter).

You can **only** enter a project or initiative for one category but organisations can enter different projects, services or initiatives for more than one category.

## **WHAT THE JUDGES ARE LOOKING FOR**

The judging panel is made up of people with a wide ranging experience from the social service sector and related sectors. A full list of the judges will be available on the Care Accolades website in January 2013.

The judges are looking for a clear outline of why you're doing the work or why you set up the project, how people who use services or their carers are involved, what is excellent about your work and the difference your work has made.

**Remember** the judges might not know about your type of service so please write clearly and concisely about your project or service. You might find it useful to include evidence of an experience that happened in the organisation or during the project or initiative.

## **CARE ACCOLADES 2013 CATEGORIES**

### **1. Investing in the workforce, developing practice**

The judges are looking for organisations who are leading the way on developing skills and practice. This can include creative, ground-breaking or longstanding learning and development programmes for staff within social services.

Your entry should:

- include an introduction to the initiative and explain what you set out to achieve
- tell us what you did, what worked, describe any challenges, including how you worked in partnership with staff and how people who use services are involved
- show how you achieved your outcomes, and how it will be developed in the future
- show how the investment is benefiting people who use services and is making an impact on the sector or service
- demonstrate how the leadership skills of workers have led to a higher standard of service
- provide evidence of evaluation – how you know it's working or making a difference
- reference where you have used the Codes of Practice and shown equality and diversity of practice throughout your entry.

### **2. Working better, working together**

For this award the judges are looking for collaborative practice that is making a difference. It can be new or proactive practice showing a co-ordinated approach to the delivery of services by more than one organisation working together.

The judges are looking for evidence of the benefits to all organisations involved, to the communities they serve and to individual people who use services and their carers.

Your entry should:

- be a submission made by all partners in the project or initiative
- include an introduction to the initiative and explain what you set out to achieve
- tell us what you did, what worked, describe any challenges, including how you worked in partnership with staff and how people who use services are involved
- include evidence of a genuine collaborative and integrated approach
- show how you achieved your outcomes, and how it will be developed in the future
- show how the investment is benefiting people who use services and is making an impact on the sector or service
- provide evidence of evaluation – how you know it's working or making a difference
- reference where you have used the Codes of Practice and shown equality and diversity of practice throughout your entry.

### **3. Working with local communities**

This category is for teams that have worked in and with their wider communities, recognising specific projects or long standing practice that are changing things for the better, adding value to people who use services and delivering sustainable improvements.

The judges are looking for practice that has supported communities to shape their own future and influence what activities, services and changes take place in their area. The judges are also looking for examples of intergenerational work that brings together, involves and or affects people in different age groups and across age ranges.

Your entry should:

- include an introduction to the initiative and explain what you set out to achieve
- tell us what you did, what worked, describe any challenges, including how you worked in partnership with staff and how people who use services are involved
- show how you achieved your outcomes, how you worked with the people in the community and how they are involved in developing better and safe communities and how it will be developed in the future
- show how the investment is benefiting people who use services and is making an impact on the sector or service
- provide evidence of evaluation – how you know it's working or making a difference
- reference where you have used the Codes of Practice and shown equality and diversity of practice throughout your entry.

#### **4. Children and young people**

This award is for organisations working with children and young people who provide excellent and inventive services that make a real difference to the development, learning and wellbeing to children and their carers and families.

Your entry should:

- include an introduction to the initiative and explain what you set out to achieve
- tell us what you did to make a real difference, what worked, describe any challenges, including how you worked in partnership with staff and how people who use services are involved
- show how you achieved your outcomes and how it will be developed in the future
- show how the investment is benefiting people who use services and is making an impact on the sector or service
- provide evidence of evaluation – how you know it's working or making a difference
- reference where you have used the Codes of Practice and shown equality and diversity of practice throughout your entry.

#### **5. Adults and older people**

This award is for organisations working with adults and older people who can demonstrate how they provide person centred care and excellent and inventive services that make a real difference to the lives of adults and older people.

Your entry should:

- include an introduction to the initiative and explain what you set out to achieve
- tell us what you did to make a real difference, what worked. Describe any challenges, including how you worked in partnership with staff and how people who use services are involved
- show how you achieved your outcomes and how it will be developed in the future
- show how the investment is benefiting people who use services and is making an impact on the sector or service
- provide evidence of evaluation – how you know it's working or making a difference
- reference where you have used the Codes of Practice and shown equality and diversity of practice throughout your entry.

#### **6. Innovation and redesign**

This award is for teams, partnerships or organisations that have solved a problem in a new and different way either by showing innovation in how they have re-designed a service to be more effective or efficient or by using new technology.

The judges will be looking for examples that show new solutions and improvements for individuals who use services or their carers.

Your entry should:

- include an introduction to the initiative and explain what you set out to achieve
- tell us what you did, what worked, how the entry challenges how things currently operate or how its new and what worked
- how you worked in partnership with staff and how people who use services are involved
- show how you achieved your outcomes, and how it will be developed in the future
- show how the changes have benefited people using the service, or how organisations and individuals interact
- show how the investment is benefiting people who use services and is making an impact on the sector or service
- provide evidence of evaluation – how you know it's working or making a difference
- reference where you have used the Codes of Practice and shown equality and diversity of practice throughout your entry.

## **7. Personalisation of services**

This award is for teams, projects or organisations who can demonstrate that they are actively helping people who use the service, their families and carers in designing, creating and delivering the care that is most suited to them.

You must show how you are enabling choice and control, and working in partnership with the people using the service, their families or carers in the design, delivery and development of the service or project. You should also think about how people using the service, their families and carers, should be directly involved in the design or writing of your entry for this category.

This award is not about providing systems that help people to access and use self-directed support.

Your entry should:

- show clear evidence of the application of personalisation as a principle
- include an introduction to the initiative and explain what you set out to achieve
- tell us what you did, what worked, describe any challenges, including how you worked in partnership with staff and how people who use services are involved
- include evidence of a genuine collaborative and integrated approach
- show how you achieved your outcomes, and how it will be developed in the future
- show how the investment is benefiting people who use services and is making an impact on the sector or service

- provide evidence of evaluation – how you know it’s working or making a difference
- reference where you have used the Codes of Practice and shown equality and diversity of practice throughout your entry.

## **8. Investing in preventing offending and reducing reoffending**

This award recognises projects designed to improve community safety by working with those at risk of offending or those who have already offended to reduce the level and impact of crime. We want to hear from organisations engaging in rehabilitation work with all age and client groups, for example women offenders, young offenders, victims, families. Projects could be working in the private, voluntary or public sectors.

Your entry should:

- include an introduction to the initiative and explain what you set out to achieve
- tell us what you did, what worked, describe any challenges, including how you worked in partnership with staff and how people who use services are involved
- include evidence of a genuine collaborative and integrated approach
- show how you achieved your outcomes, and how it will be developed in the future
- show how the investment is benefiting people who use services and is making an impact on the sector or service
- provide evidence of evaluation – how you know it’s working or making a difference
- reference where you have used the Codes of Practice and shown equality and diversity of practice throughout your entry.

## **9. One to watch**

This category gives services, organisations or projects who are at the start of something new and exciting the chance to demonstrate excellence. This may be an innovative way of designing a new project or a new approach to an old problem. While it isn’t expected that evaluation will have been completed, entrants will need to show that they have put in place arrangements to evaluate the impact of their work as it progresses.

Your entry should:

- include an introduction to the initiative and explain what you set out to achieve
- tell us what you did, what is working, Describe any challenges, including how you work in partnership with staff and how people who use services are involved
- show how things currently operate or how it’s new and what works
- show how you achieve your outcomes, and how it will be developed in the future

- show how the investment is benefiting people who use services and is making an impact on the sector/service
- provide evidence of how you plan to evaluate – how you will know it's working or will make a difference
- reference where you have used the Codes of Practice and shown equality and diversity of practice throughout your entry.

**Chair's award** - a winner chosen from any of the finalists who they feel demonstrate exceptional achievement and excellence.

## HOW TO ENTER

Entering is simple. You can apply online at: [www.sssccareacolades.uk.com](http://www.sssccareacolades.uk.com)

1. Decide on the category you would like to apply for – details of each category start on page 5 of this booklet and are available on the Care Accolades website.
2. Start putting together your submission. Remember your submission must be no more than 1500 words. We recommend you include the following (a template is available online)
  - an introduction to the initiative and explain what you set out to achieve
  - tell us what you did, what worked, describe any challenges, including how you worked in partnership with staff and how people who use services are involved
  - show how you achieved your outcomes and how it will be developed in the future
  - show how the investment is benefiting people who use services and made an impact on the sector or service
  - provide evidence of evaluation – how you know it's working or making a difference.
  - show how you have used the Codes of Practice and shown equality and diversity of practice throughout your entry.
3. Use evidence from your work to explain the answers you give on the entry form and remember to include evidence from people who use services.
4. Include a 150 word summary of your submission (this will be used for publicity, so it must clearly set out your project objectives and what was achieved).
5. Complete the online entry form on our website: [www.sssccareacolades.uk.com](http://www.sssccareacolades.uk.com) and upload your 1500 word submission and 150 word summary.
6. Check you've received a confirmation email to confirm we have received your entry. If you don't receive this please email: [communications@sssc.uk.com](mailto:communications@sssc.uk.com)

**Remember** no supplementary materials can be accepted. Your entry must be contained within your 1500 word submission.

By entering you agree to the rules and conditions of entry which are set out on p12.

Want some tips on entering? For useful information, hints and tips on entering, visit our website: [www.sssccareacolades.uk.com](http://www.sssccareacolades.uk.com) where you can hear the Chair of the judging panel's top tips plus much more.

## REMEMBER

- The awards are free to enter.
- This is your chance to blow your own trumpet. Why not include information or a quote from someone who uses the service or from a partner organisation?
- You can **only** enter a project or initiative for one category but organisations can enter different projects, services or initiatives for more than one category.
- Give yourself enough time to put your submission together. Don't leave it until the last minute.
- If you can't apply online simply download and complete the individual entry form on our website: **www.sssccareacolades.uk.com** or email: **communications@sssc.uk.com** or send hard copies by post to:

Care Accolades 2013  
Scottish Social Services Council  
Compass House  
11 Riverside Drive  
Dundee DD1 4NY

- Do not submit supplementary material with your entry.

## IMPORTANT DATES

- Closing date for entries is **8 February 2013**.
- The finalists will be announced April 2013. Please note: entries not shortlisted will receive a letter by 15 April 2013.
- The presentation day for finalists is 25 April 2013.
- The afternoon tea and award ceremony is on Friday 31 May 2013 at Perth Concert Hall.

## FURTHER INFORMATION

If you want to find out more about the awards, the first place to look is our website: **www.sssccareacolades.uk.com**

From here you can view the entry form, download more information, get hints and tips on applying and get all the latest news about the awards. You can also find out about previous winners and finalists projects, including videos of the projects in action.

## GOT A QUESTION?

Contact Vanessa Glenday at the SSSC on: 01382 207267 or email: [vanessa.glenday@sssc.uk.com](mailto:vanessa.glenday@sssc.uk.com) or why not view our Frequently Asked Questions (FAQ) section on our website: [www.sssccareacolades.uk.com](http://www.sssccareacolades.uk.com).

## SPONSORSHIP OPPORTUNITIES

The Care Accolades is Scotland's only national care sector awards.

Supported by the Scottish Government the accolades would not be possible without support from our sponsors. Speak to Amanda Waugh on 01382 207171 at the SSSC or visit the Care Accolades website to find out more about the range of sponsorship opportunities available.

## ENTRY INFORMATION, RULES AND CONDITIONS

### Shortlist

There will be a maximum of three finalists from each category.

**Finalists will be notified by the end of April 2013. Please note: entries not shortlisted will receive a letter by the end of April 2013.**

The finalists for each award will be asked to give a presentation to a panel of judges. The presentations will take place in April and May 2013, at the SSSC office at Compass House, Dundee.

### Entry

- All entries must be received by **8 February 2013**.
- The address for the entries is:  
  
Care Accolades 2013  
Scottish Social Services Council  
Compass House  
11 Riverside Drive  
Dundee DD1 4NY
- Entry is free.
- You must provide the information listed in the entry form.
- Each entry for categories 1 – 9 must be supported by a submission of **no more** than 1500 words accompanied by a 150 word summary. Judges will **only** consider information submitted within the 1500 submission.

- The judges reserve the right to transfer your entry into a different category if they feel it is appropriate.
- If your organisation is shortlisted you will be asked to provide evidence of safe recruitment and equal opportunities policies and procedures.
- Entries will be checked where possible by the appropriate regulator ie Care Inspectorate and the SSSC.

### **Judging**

- The judges decision is final and no correspondence will be entered into.
- No liability arising from entering or sending a submission for Care Accolades 2013 shall pertain to the promoters.

### **Publicity**

- By entering Care Accolades entrants agree to take part in any publicity and the contents of their submission being used in media releases.
- All shortlisted entries must agree to take part in a short film if required about their entry to be shown at the award ceremony.
- The film may be used for publicity purposes.
- All finalists must agree to live filming and photography at the event which may be used in publicity to promote Care Accolades and social services.

### **The ceremony and awards**

- Entrants must be available to attend the afternoon tea and Care Accolades ceremony on **31 May 2013 at Perth Concert Hall**.
- Members of the judging panel cannot participate in the work entered for the Care Accolades.
- Trophies will be awarded to the winner of the category.
- Attendees will be responsible for their own travel and accommodation expenses.
- If, either before or after any accolade is awarded, it subsequently emerges the entrant breached the rules, the judges can disqualify the entrant. In such an event, the winner of the accolade shall return the trophy and certificate.

### **Data Protection Act**

The Scottish Social Services Council is registered with the Information Commissioner and data supplied by you will be processed in accordance with the provisions of the Data Protection Act. The information you provide will be used to process your entry and keep you informed of the Care Accolades and for publicity.

**ENTRY FORM FOR CATEGORIES 1 - 9 (only to be completed if unable to apply online)**

**Accolade category** (please tick category)

- 1  Investing in the workforce, developing practice
- 2  Working better, working together
- 3  Working with local communities
- 4  Children and young people
- 5  Adults and older people
- 6  Innovation and redesign
- 7  Personalisation of services
- 8  Investing in preventing offending and reducing offending
- 9  One to watch

The Chair's Award will be announced at the ceremony.

Name of the organisation/company \_\_\_\_\_

Name of team/project/initiative \_\_\_\_\_

Location \_\_\_\_\_

Along with one main contact, entries for these categories must provide the details of all partners. Entries must come jointly from the partners.

Partner organisations/companies

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

**Name** \_\_\_\_\_ **Job title** \_\_\_\_\_

**Address** \_\_\_\_\_

**Postcode**\_\_ **Daytime telephone number** \_\_\_\_\_ **Email** \_\_ \_\_

**If you are a finalist how would you share information about your project across the sector?** \_\_\_\_\_

**Are you a (please tick all that apply):**

- voluntary organisation
- local authority
- private organisation
- other.

Is your organisation on Twitter or Facebook? Please give details:

Twitter name –

Facebook name -

Website details -

**Declaration:**

I declare that all the details on this form and associated supporting documents are correct. I am eligible to submit this entry on behalf of my organisation. I understand that this entry may be used to publicise the Care Accolades and consent to names and images being used for promotional material and publicity purposes. I have read and accept the rules of entry for the Care Accolades 2013.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Please make sure you follow the guidelines on what to include as set out in the entry pack if submitting a hard copy entry and your entry must only consist of 1500 words.