

# Employability Excellence Awards 2016

## Student Guidelines

The University of Southampton recognises the importance for students to gain meaningful work experience whilst studying. To acknowledge the valuable contribution that organisations and individuals make to your future employability we are holding the Employability Excellence Awards Ceremony 2016 on 13<sup>th</sup> October at The Grand Harbour Hotel, Southampton. We are inviting students to nominate their work experience provider for an award to recognise the valuable opportunity they have provided you with. We are also inviting nominations from organisations that have hosted students from the University of Southampton during the 2015/16 academic year to showcase the excellent work by their student during their work experience programme. In order to qualify for the awards students and providers must have participated in one of the following programmes through the Careers and Employability Service during the 2015/16 academic year:

-  *Excel Southampton Internship Programme (inc. Santander Work Experience Programmes)*
-  *Student Consultancy Programme*
-  *Volunteering Bank*
-  *Insider Career Mentoring Programme*

## Employability Partner Awards

The University of Southampton wishes to recognise the contribution partner organisations and individuals have made to the work experience programmes and the future employability of our students. We are inviting students to nominate the organisations and / or individuals they have worked with during the 2015/16 academic year. The following awards will be presented to employability partners that have provided the most valuable support in terms of work experience and skills development:

### BEST CONTRIBUTION TO STUDENT DEVELOPMENT

*Who can nominate?*    

*Who can be nominated?* Mentors, Supervisors or Managers.

### BEST EXPERIENCE WITHIN A BUSINESS

*Who can nominate?*  

*Who can be nominated?* SMEs, large corporations and public sector organisations.

### BEST EXPERIENCE IN A THIRD SECTOR ORGANISATION

*Who can nominate?*   

*Who can be nominated?* Third Sector Organisations.

### BEST EXPERIENCE IN AN EDUCATIONAL SETTING

*Who can nominate?* 

*Who can be nominated?* University of Southampton departments and other educational establishments.

**Nominations must be received no later than midnight on Monday 29<sup>th</sup> August 2016.  
Any submissions received after this time will not be accepted.**

## How to Nominate

Please complete the attached nomination form, indicating clearly who you are nominating and the award for which they are being nominated. If you wish to nominate for more than one award, please submit each nomination on a separate form as we are only able to accept one nomination per form.

Nominations can be for organisations or individual mentors, supervisors or managers.

Nominations must be submitted electronically and emailed to the email address detailed on the nomination form by the submission deadline provided.

The students who have submitted the winning nominations for each of the 4 award categories will receive a £25 Amazon voucher.

## Judging

The judging will be delivered by a panel comprising of members from a mix of sectors and organisations as well as a representative from the University of Southampton.

The judges' decision will be final however, should they require additional information about a particular nomination you may be contacted to provide this to support their decision making. None of our judges will be representatives from organisations that have participated in the work experience programmes during 2015/16 and will therefore be impartial.

All nominees will be contacted to inform them that they have been nominated for an award and will be required to confirm their attendance at the Employability Excellence Awards ceremony on Thursday October 13<sup>th</sup> 2016. If they are unable to attend they will be requested to advise of a representative who will attend the ceremony in their place.

***On behalf of the University of Southampton we would like to take this opportunity to thank you for your participation in our work experience programmes during 2015/16 and look forward to receiving your nominations for the Employability Excellence Awards.***