**Outstanding Contribution and Outstanding Scheme Award Nominator Guidance**

**A top tip to start off:**

Write as though the reader does not know anything about PASS / Peer Mentoring / your role / your degree, some of the judges won’t. Make sure your writing is accessible to everyone, no matter their knowledge.

**Important things to remember when writing:**

* Remember that contacting first years, planning and attending debriefs are all role requirements – these can be included in the nomination, but there needs to be an expansion on why they are doing more than just fulfilling role requirements.
* Make your response to each of the criteria unique. Don’t just say what you/the nominee/your scheme has done repeatedly.
* Refer to the criteria. The judges score your nominations against these criteria, make it clear to them, so they don’t have to look very hard to see how you fit the criteria. You can even copy key phrases into your statements, like you might do with a job specification when writing a job application.
* The thing that holds nominations back the most is that they describe what the scheme/individuals have done in a lot of detail, but they don’t have much reflection on *why* they are outstanding. So, after you state your accomplishments, ask yourself “Why has that made a difference?”

For example, if you were writing a nomination for History as the Community of the Year, you might write:

*‘This year History’s Student Coordinators ran a survey to identify the needs of their Mentees. The feedback from this survey was fed back to the department and led to the creation of the History Students of Colour Network.’*

This is a clear and full of detail. However, adding...

*‘This embodies community because they have utilised the student voice and their access to it through Peer Mentoring to pilot an initiative that actively aims to develop inclusivity within the History department.’*

...provides that reflection and explanation of how the scheme promotes an inclusive community, which is needed to take your nomination to exceptional.

**Don’t forget!**

* Delegate writing – two heads are better than one! You don’t have to write a whole nomination on your own.
* Read the instructions carefully.
* You need (at least) two nominators for an OCA nomination – the whole nomination cannot be written by one person.
* Check the nomination document you’re writing on is for this academic year.
* Don’t write ‘see above’ in any box, make sure you answer the question.
* Follow the word count.

**Second nominators (OCA nominations only)**

The second nominator should be someone who knows the nominee in the capacity of their role in Peer Support. It’s not a general character reference of the nominee, so the nominator should write about their Peer Support related activity specifically.

Appropriate second nominators:

* Staff Coordinator
* Student Coordinator
* Co-Leader or co-Mentor
* Attendee or Mentee

Unsuitable second nominators:

* The nominee (but they can be the first nominator)
* Someone who hasn’t worked with the nominee in Peer Support

Tips for second nominators:

* Refer to the points written in the initial statements.
* Emphasise how they are *outstanding* in role.

**Evidence**

The judges will not be a part of your scheme, so evidence can really help paint a picture of what you’ve done and how it’s outstanding. Refer to each item of your evidence in your nomination statements if you can. If you’re too close to the word count, use the additional info box at the bottom to explain what each item is. A photo without any context doesn’t necessarily make it clear why your nominee/scheme is outstanding.

***Most of all...***

The Peer Support awards are a celebration of you and all the hard work you do, so we want your nominations to reflect that celebratory style. We want to see your enthusiasm in your writing so make it *shine!*