



Rewarding Learning

Information for Independent Panel Members – Celebrating Achievement

What is Celebrating Achievement?

Celebrating Achievement is a prestigious annual award ceremony where outstanding learner achievement is recognised.

Learners who have completed one of the following CCEA QCF/Skills qualifications during 2011 may be nominated by their centre.

- *Key Skills*
- *Essential Skills*
- *COPE*
- *Occupational Studies*
- *QCF Qualifications in:*
 - *Classroom Assistants*
 - *Substance Misuse Awareness*
 - *Understanding Business Enterprise*
 - *Creative Crafts*
 - *Employability*
 - *Performance Skills*
 - *Personal Money Management*
 - *Modern Languages*

What does an Independent Panel Member do?

Each Independent Panel member will consider nomination forms from centres, and select the winning entries. The team must report back to the CCEA Education Manager, ensuring that all documentation is accurate and can be verified.

The Independent Panel member must remain impartial at all times and ensure that confidentiality is observed throughout the process.

There is a requirement to attend all meetings that are arranged. It is envisaged that the total time requirement will be no more than 5 days, including attendance at the Award Ceremony on 1 May 2012. Substitute Cover is available, if appropriate.

Who will be on the Panel?

The Panel will consist of four Independent Panel Members who will normally be teaching, or have experience of teaching QCF/Skills qualifications.

Where a Panel Member directly teaches a nominee then they should declare any conflict of interest that arises.

How will the Panel be selected?

Anyone interested in serving on the Panel must apply in writing showing how they meet the criteria listed below. Applicants will be selected initially through the information provided on the application form. CCEA reserves the right to interview applicants where necessary.

The successful applicants will be invited to an initial meeting on Thursday 1 March 2012.

Essential Criteria:

Panel members must:

- Have recent experience of teaching an ACETS/Skills qualification.
- Be available for meetings 1, 5, 6 and 7 March as necessary and attend the Ceremony on 1 May.

Desirable Criteria:

It is preferable that panel members have:

- Experience of working within a team
- Experience of managing high volumes of work to tight deadlines
- Ability to complete high quality, accurate administrative processes
- Experience of analysing and interpreting data to make informed decisions

How do I apply?

Applications can be downloaded from our website www.ccea.org.uk/celebratingachievement

THIS IS AN EXCELLENT WAY TO GET INVOLVED IN A PRESTIGIOUS CEREMONY AND SHOW YOUR SUPPORT FOR LEARNERS OF QCF/SKILLS QUALIFICATIONS

