

The Insurance Institute and Personal Finance Society of Plymouth & Cornwall

Achiever of the Year Award 2015 & Young Achiever of the Year Award 2015

The award is to publicly recognise and applaud outstanding achievement of recent entrants to the Plymouth & Cornwall Insurance and Financial Services profession.

Employers in this area will be invited to nominate individuals from their business; or individuals are invited to nominate themselves. These individuals will be considered by a panel as worthy of being selected for the shortlist from whom the overall winner will be chosen.

The applicant or nominee must submit the candidate's personal details with the nomination form saying why, in relation to the criteria, the person is worthy of consideration by the panel.

The full set of nominations will be adjudicated by a panel of three people comprising:

- ❖ two Officers of The Insurance Institute of Plymouth & Cornwall;
- ❖ and, one individual from the Sponsor.

The assessment of an individual's achievement needs to relate to three general principals namely:

1. someone who is achieving outstanding performance within their role;
2. an individual who is making good progress in their professional development;
3. an individual who is contributing something to the wider insurance market in the Plymouth & Cornwall areas.

The successful candidates who come through the preliminary screening process to be short-listed, are likely to be those who inspire the panel members and who can be considered as role models for other employees of that business

Some examples of the KPI's against which individuals can be measured are as follows:

- ❖ making good progress towards their chosen professional qualification;
- ❖ those who may have achieved a Diploma level CII qualification, perhaps with a National prize or a Distinction;
- ❖ those who may have achieved a Diploma level CII qualification within an especially short timescale;
- ❖ those who may have achieved a successful completion of an outside qualification, e.g. an MBA, whilst working full-time in a position of responsibility and studying for a Diploma level CII qualification;
- ❖ those who have achieved the successful delivery of a work based project which has made a significant contribution to the profitability of the individual's section/department or to the service provided to its customers;
- ❖ those who have a record of particular achievement, perhaps as a result of extra-curricula activities, e.g. charitable, community work or a contribution to the wider Insurance and Financial Services profession.

Letters will be sent to CII and PFS members of the Local Institute, plus Senior Managers in the Market in August 2015 by the Insurance Institute of Plymouth & Cornwall by email and, where using the Institute's database of contacts.

The nomination form must be signed by the nominee's Line Manager and the nominee, and must be returned no later than 31st August 2015 to joanne.morgan@thmarch.co.uk.

The most worthy candidates as selected by the panel will be invited to the Insurance Institute of Plymouth & Cornwall Annual Dinner. Before that event the panel will select the winner. On the night the names of all the finalists and their Employers will be announced by the President. All the finalists will be presented with a Certificate of Achievement.

The winner will be presented with their prizes by the Sponsor, supported by our President.

The actual award to be made to the Insurance Institute of Plymouth & Cornwall Achiever of the Year will be Vouchers donated by the Sponsor, together with a suitably inscribed trophy / shield provided by institute that the winner keeps.

Entry Criteria for Applicants

- ❖ Applicants for the Young Achiever must be aged 35 or under on 16th October 2015
- ❖ For applicants to be considered for the Achiever Award, they will have demonstrated evidence of professional behaviour and achievements that have exceeded the remit of their role and/or the expectations of their employer. For further information, please see the guidance notes.
- ❖ Employers of the nominees must be based within the Plymouth & Cornwall local institute area.
- ❖ Nominees do not need to be existing CII/PFS members.

Selection/Assessment Process

- ❖ Nominations must be submitted on the official nomination form as issued by the Insurance Institute of Plymouth & Cornwall.
- ❖ Supplementary information provided as part of any nomination will not be considered by the judging panel.
- ❖ All nominations will be judged by a panel nominated by the Insurance Institute of Plymouth & Cornwall and Award sponsor.
- ❖ The decision of the panel is final.

Additional Notes & Timescales

- ❖ Nominations must be received by the closing date of 31st August 2015.
- ❖ Candidates that are shortlisted for the award will be invited to attend the Insurance Institute of Plymouth Annual Dinner at the Duke of Cornwall hotel on Friday 16th October 2015.
- ❖ Invitations to finalists will be issued by Mid September 2015.