



The CSP Charitable Trust
Registered Charity No. 1197247

CSPCT: Education Awards Panel Report (2023) Education & Development Placements (EDP) Award

The purpose of this report is to provide applicants with additional guidance on key areas which require attention in the EDP award applications. This guidance is based on the Education Award Panel's reflections on the current round of applications. The intention is to support successful applications.

In the current round of applications a number were ineligible for consideration. The reasons for their exclusion included the following:

- Either under or over the permissible word count, which is stated in the application guidance
- Not providing any of the required supporting documents, no contact made with Awards Administrator in advance to explain this
- Application not submitted in correct format or used older versions of application form
- Applied under incorrect award
- Incomplete applications (some questions unanswered or incomplete documentation submitted).

Other areas to pay attention to:

1) Pay careful attention to the scoring guidelines rubric as this is used to mark your application

Try to ensure you address all the criteria that are outlined in each of the sections in the rubric. Not addressing all the criteria will limit the score you can achieve for that section. For example, in section 'D', which is on dissemination, you are asked to outline a clear, realistic and relevant timeframe for your dissemination activities to be actioned. Many applicants do not mention a timeframe and therefore do not score more than 4 points for this section. Other criteria that are often missed are for section 'A' where applicants are asked to discuss how their learning is linked to their personal development plan or consider how their learning will benefit the development of others in the future. Weaker applications often miss discussing these elements. It is important therefore that close attention is paid to the criteria which your application will be marked against.

2) Ensure that you put the relevant information in the correct sections

You are given four sections to discuss, each with their own criteria. Ensure that you place your answers for the section under the correct heading. For example, for section 'A' you are asked to discuss current and future practice. You should discuss this area in section 'A' only, checking you are addressing each of the criteria in the guidance. You will not be given points if you discuss this area within one of the other sections (B, C, or D). To write your application within the word count you need to be careful to place the correct information in the correct sections.

3) Try to think outside the box when discussing how you plan to disseminate your findings

Think beyond the usual methods of dissemination. Don't forget to add a timeframe to your dissemination plan. The answers to this section on dissemination are currently not strong and often answers given are generic and not specific to you in your role or area.

4) Clearly say why the placement will give you experience or opportunity that you would not have from your usual placements

This information is crucial to a successful application. You need to say what is unique about the placement that you are hoping to undertake, that is different from your usual placements, that would justify funding for this.