



Quality Team of  
the Year Award

We are delighted that you want to enter for an award. Before completing the form below, please read the Guide for Applicants in your entry pack.

As you fill out your form, please bear in mind how we will be marking each section – the marking scheme alongside the form explains this.

If you would like further advice or have any problems with the entry process, please email us at [InternationalQualityAwards@quality.org](mailto:InternationalQualityAwards@quality.org)

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**First name of applicant**

**Last name of applicant**

**Name of organisation**

**Name of person supporting your entry**

**Title of person supporting your entry**

(Your line manager unless for the Leadership Award when it is the most senior Quality Professional)

**Are you a member of the CQI/IRCA?**

YES

NO

**If so which member grade?**

(Entry for Quality Leader of the Year is restricted to Chartered Members or Chartered Fellows of the CQI or IRCA Lead Auditors; entry for Quality Professional in a New Project is restricted to CQI or IRCA members at any grade)

**Work telephone number**

**Email address**

In partnership with



### Criteria

Below is what you should cover in 1,500 words and 6 supporting PowerPoint slides

[Competency Framework](#)

## Context

Marking Scheme

10 marks approach |

10 marks results |

How does the Quality Team understand the context of their organisation and build this into the way they do their jobs?  
How do they know this is successful?

Official Comments  
Official use only

Governance

Marking Scheme

10 marks approach |

10 marks results |

How does the Quality Team understand the governance requirements of their organisation and build this into the way they do their job? How do they know this is successful?	Official Comments <small>Official use only</small>

Assurance

Marking Scheme 10 marks approach | 10 marks results |

<p>How does the Quality Team understand the assurance requirements of their organisation and build this into the way they do your job? How do they know this is successful?</p>	<p>Official Comments Official use only</p>

Improvement

Marking Scheme	10 marks approach	10 marks results
How does the Quality Team understand the improvement requirements of their organisation and build this into the way they do their job? How do they know this is successful?		Official Comments Official use only

Leadership

Marking Scheme

10 marks approach |

10 marks results |

What is the approach to leadership within the Quality Team and how do they build this into the way they you do their jobs? How do they know this is successful?

Official Comments

Official use only

For official use only

Final Comments

Total marks

Selected for interview

CQI Quality Awards – Terms and Conditions for Applicants

- The Applicant is aware that the Judging Panel will only consider text up to 1,500 words in length plus 6 PowerPoint slides. Information over and above this limit will not be judged.
- The Applicant agrees to comply with any and all rules regarding entry to the Awards. Eg. for awards categories restricted to members, the applicant agrees to evidence their current, fully paid CQI and/or IRCA membership, and understands that failure to do so, or providing an expired or unpaid membership will disqualify the applicant from entry to that award.
- The Applicant recognises that the CQI will make best endeavours to ensure that each category of award within the International Quality Awards receives sufficient good entries to allow a shortlist to be created and a winner to be selected. However, if this is not the case, the CQI reserve the right to withdraw any category from the 2017 awards process. In such circumstances, the CQI will inform the Applicant as soon as is practical.
- The CQI reserves the right to include the name, job title and employer of the Applicant when publishing information about the award process, shortlist and/or winners.
- The decision of the judging panel is final and the CQI will not enter any discussion as to the selection of the winner.
- The CQI reserves the right to create and publicise case studies and high resolution images (copyrights to be included) provided by applicants and organisations based on the entries and content submitted as part of the Awards application process. The CQI will provide an opportunity for the Applicant and organisation to sign-off the accuracy of the material before publication.
- The Applicant must have the permission of their company to enter the award and for their case study to be published.
- The work submitted by the applicant must be their own.
- The CQI reserves the right to disqualify applicants at their discretion.
- Once an entry is submitted, it cannot be edited/changed.
- Entrants cannot apply for an award that their company is sponsoring.