



school of government

Department:
National School of Government
REPUBLIC OF SOUTH AFRICA



FRAMEWORK DOCUMENT

on the

2017 PSTF Achievers Awards

to be Conferred during the

19th Public Sector Trainers' Forum (PSTF) Conference

Gauteng

1. INTRODUCTION

The National School of Government in partnership with the PSTF Advisory Committee will be conferring the fourth PSTF Achievers Awards during the upcoming annual PSTF Conference to be hosted in Gauteng by the National School of Government during October 2017.

The PSTF Achievers Award are growing in stature and it is set again to become one of the highlights of this annual conference. The PSTF Advisory Committee and Awards Task Team would therefore like to request support from all role-players for the PSTF Achievers Awards. Of specific importance is to involve as many HRD practitioners as possible, to nominate individuals and teams that have excelled, and to be part of the processes aimed at showcasing excellence within their everyday activities.

This documents contains information by which individuals, units, departments and training providers could take part in the process of selecting the worthy winners who will be celebrated during the 19th PSTF Conference.

2. SUGGESTED TIMELINE

The following timeline is suggested for managing the Awards processes associated with the 2017 PSTF:

ACTIVITY	TARGET DATES	RESPONSIBLE PERSON(S)
Draft for PSTF Awards developed	30 Mar	NSG PSTF Awards Task Team
Briefing on draft Awards Concept to PSTF Advisory Committee	30 Mar	PSTF Advisory Committee
Summit with previous Adjudication Panel and representatives from National and Provincial government to finalise aspects flagged earlier	7 Apr	PSTF Awards Task Team and representatives (Adjudication Panel)
Final PSTF Awards document	14 Apr	PSTF Awards Task Team
Develop advocacy, nomination and adjudication documents based on discussions with National and Provincial representatives	30 Apr	PSTF Awards Task Team
Completion of Nomination Forms and Awards Criteria in line with proposals by National and Provincial representatives	30 Apr	PSTF Awards Task Team
Call for nominations	30 Apr	PSTF Awards Task Team
Final decision Awards budget	30 May	PSTF Advisory Committee
Logistic, administrative and financial processes (funding, submissions for procurement, certificates, prizes, citations, preparations, etc).	May – Oct	PSTF Awards Task Team
Illicit national and provincial support for Awards	May-Aug	PSTF Awards Task Team
Procure trophies, plaques and certificates based on approved categories	Jul-Sep	PSTF Awards Task Team
Nominations close	31 Aug	PSTF Awards Task Team
Prepare nominations for adjudication	1-20 Sep	PSTF Awards Task Team
Adjudication Process	21-22 Sep	Adjudication Panel
Finalise awards, gifts, citations, prizes,	23 Sep – Oct	PSTF Awards Task Team
Awards Ceremony	Oct	PSTF Awards Task Team

3. FINALISING AWARD CATEGORIES, CRITERIA AND NOMINATION METHODS AND THE ADJUDICATION PROCESS

The adjudication process will be conducted jointly with the national and provincial representatives to be met before middle April 2017. The final briefing document on the awards will therefore be based on the inputs provided by national and provincial representatives and would represent a consensus view related to the system of PSTF Awards.

4. AWARD CATEGORIES

After the 2014 PSTF the Adjudication Panel made the following recommendations with regards to the award categories:

- That national departments and provinces provide inputs on the awards categories and criteria before the 2015 awards are finalised.
- That Award 1 (Ministers Award for Excellent Service to Public Service Training) differentiates between training institutions and HRD units or offices.
- That Award 3 (Project Khaedu Team Award) be replaced with an award category focussing on training for coal-face service delivery improvement.
- That Award 5 (Internship Award) be replaced with an award category focussing on youth development training. This recommendation was made as a result of the fact that no adjudication in this category was possible in 2014 since the award could only be conferred on the basis of statistics provided by the DPSA. This statistical review only gave data on internship programmes and did not provide a qualitative analysis of the merits or de-merits of internship programmes and the actions of specific departments and provinces to develop, or provide training opportunities to interns.

These changes were acted upon, as is indicated by the agreed upon and developed award categories as listed below:

PSTF ACHIEVERS AWARDS: AWARD CATEGORIES	
AWARD CATEGORY	DESCRIPTION
AWARD CATEGORY 1: MINISTER'S AWARD FOR EXCELLENT SERVICE TO PUBLIC SERVICE TRAINING Award 1.a: Individual award Award 1.b: Departmental or provincial HRD unit or branch	The Awards in this category are in recognition of excellent service to public service training and will be presented in three categories: <ul style="list-style-type: none">• Individual award.• Departmental or provincial HRD unit or branch.• A national or provincial public service training institution (e.g. public service academies, institutes, colleges).

<p>Award 1.c: National or provincial public service training institution</p>	<p>Nominations for Award 1.b and 1.c are open to HRD units/branches and public service training institutions respectively.</p> <p>No nominations are requested for the individual award as the winner will be determined from those awarded for individual excellence in the other award categories.</p>
<p>AWARD CATEGORY 2: NSG PRINCIPAL'S AWARDS FOR EXCELLENCE IN TRAINING DEVELOPMENT FOR NSG PROGRAMMES</p> <p>Award 2.a: Individual award Award 2.b: Institutional award</p>	<p>Awards will be presented to an individual trainer as well as a departmental unit or branch in a national or provincial institution that provided excellent service in capacity building and the development of facilitators in NSG programmes.</p> <p>Nominations are open to all facilitators and public service training institutions.</p>
<p>AWARD CATEGORY 3: COAL-FACE SERVICE DELIVERY TRAINING PROGRAMME AIMED AT IMPROVING SERVICE DELIVERY</p> <p>Award 3.a: Individual award Award 3.b: Institutional award</p>	<p>These Awards are in recognition of an excellent service delivery training programme and facilitators that excelled in training programmes aimed at improving service delivery at the coal-face.</p> <p>Nominations are open to all facilitators, departments/units and public service training institutions.</p>
<p>AWARD CATEGORY 4: TRAINING EXCELLENCE SERVICE MEDALLION FOR LIFE TIME ACHIEVEMENT IN TRAINING, LEARNING AND DEVELOPMENT</p> <p>Only an individual award</p>	<p>The Training Excellence Service Medallion will be presented to public servants for dedicated and meritorious service to public service training over a period of at least ten years.</p> <p>Any eligible public servant can be nominated, but nominations must be strongly supported by a peer, recipient of training, and/or a manager</p> <p>Note: The background of nominees should ideally include experience as trainer. However, work in support of training, facilitating of training and management of training processes are also acceptable and would be an advantage if linked to actual training experience.</p>
<p>AWARD CATEGORY 5: EXCELLENCE IN YOUTH DEVELOPMENT TRAINING AWARD</p>	<p>These Awards are in recognition of excellence in youth development training programmes. The Award is open to all national and provincial departments for outstanding programmes related to youth development training and will</p>

<p>Award 5.a: Individual award Award 5.b: Institutional award</p>	<p>be awarded to outstanding institutional and individual contributors.</p> <p>Nominations are open to all institutions and individuals.</p>
<p>AWARD CATEGORY 6: EXCELLENCE IN DESIGN AND DEVELOPMENT OF TRAINING PROGRAMMES</p> <p>Award 6.a: Individual award Award 6.b: Institutional award</p>	<p>The Awards are presented in recognition of an excellent contribution to designing and developing programmes for Public Service training. It will be awarded to the best departmental unit or branch in a national or provincial department and for an outstanding personal contribution.</p> <p>Nominations are open to all national and provincial units, branches and individuals.</p>
<p>AWARD CATEGORY 7: AWARDS FOR EXCELLENCE IN INCLUSIVITY TRAINING</p> <p>Award 7.a: Individual award Award 7.b: Institutional award</p>	<p>These Awards acknowledge exceptional and visionary facilitators, developers and institutions in the field of inclusivity training for the public sector. Both an individual and an institutional award will be made.</p> <p>Nominations are open to all facilitators, developers and institutions operating in this sphere.</p>

5. ADVOCACY PROCESS FOR AWARDS

A proper and thorough advocacy process to illicit support for the 2017 PSTF Awards from national departments and provinces is usually regarded as crucial by all stakeholders. If required by stakeholders, these advocacy sessions should ideally occur from May to early August 2017.

Provinces and national cluster departments are hereby requested to provide the NSG Awards Task Team with dates for the awards advocacy sessions from the beginning of May to early August 2017. The NSG Awards Task Team should then coordinate and arranged the advocacy sessions.

During the advocacy sessions, the focus need to fall on the various award categories, the criteria for each award, the timelines, the nomination process and requirements, the submission of nominations, and the awards adjudication process. These aspects must be properly explained to ensure wide support on national government level and from all provinces. This briefing document will serve as the discussion document during the PSTF Awards advocacy sessions.

6. THE AWARDS NOMINATION PROCESS AND REQUIREMENTS

For the purpose of the 2017 PSTF Achievers Awards, only one year (the 2016-17 financial year) should be the focus period for nominations in all award categories, but one. The exception is the Service Medallion for Life Time Achievement (Award 4) as its focus is on a period of at least ten years.

The detailed criteria for each award will be circulated with call for nominations.

The whole nomination form need must be completed. If nomination forms were not fully completed, nominations will not be accepted. Nominees must specifically take care with providing the following crucial information on the nomination form:

- A clear indication of who is nominated (individual or unit/institution).
- Functioning contact detail of the nominee (landline, email and mobile number).
- A clear indication of the specific award category (for example: Award 6.b Institutional award. Excellence in Design and Development of Training Programmes).
- Motivational summaries related to the various points (points 1 to 3) of the criteria relevant to the specific award category.
- Three supporting signatures (of the nominee, the nominator and a supervisor or coordinator).

An example of the nomination form is included below:

NOMINATION FORM: 2017 PSTF ACHIEVERS AWARDS			
Nominee			
Department/unit/business of nominee			
Address (of nominee)			
Tel		Mobile	
Email			
Name of Nominator			
Department/unit/business of nominator			
Address (of nominator)			
Tel		Mobile	
Email			
Award Category			
Brief motivation related to Criterion 1 (no more than 150 words)			
Brief motivation related to Criterion 2 (no more than 150 words)			
Brief motivation related to Criterion 3 (no more than 150 words)			
Specify attachment (POE)			
Signatures: Nominee	Nominator	Supervisor/Coordinator	
Date	Date	Date	
<p>Enquiries</p> <p>For more detail see the PSTF website: http://www.thensg.gov.za</p> <p>Dr Lebs Mphahlele, Lebs.Mphahlele@TheNSG.gov.za or 012 441 6209</p>			

All fully completed nomination forms need to be accompanied by a Portfolio of Evidence. The Portfolio of Evidence must comply with the following:

- Contain a brief narrative or content page explaining, or outlining the evidence provided.
- Include a curriculum vitae of the nominee (in case of individual trainer/facilitator/programme developer).
- Include a brief prospectus of the unit or department (in case of unit or department).
- The evidence need to be arranged into three distinct sections with proof related to each of the three criterion points as motivated on the nomination form.
- The evidence need to elaborate/provide detailed proof in support of the motivation provided on the nomination form supporting the three criterion points.
- The evidence need to refer specifically to/only provide proof related to activities during the 2016-17 financial year (except in the case of Award 4).
- It must contain relevant information only.

The closing date for nominations is 31 August 2017. All nominations must be submitted in hardcopy format to the NSG before on the closing date.

The Awards Task Team will record all nominations received and acknowledge receipt of nominations with all nominees. A list of nominations will also be posted on the PSTF website after the closing date.

The nominations will be handled confidentially, will be in safekeeping at the NSG and will not be open to scrutiny or discussion to any party before the adjudication process. Nominations will remain in safekeeping after the adjudication process.

7. THE ADJUDICATION PROCESS

In order to ensure the legitimacy of the awards there will be a thorough adjudication process. The adjudication process will occur as follows:

Date: 21 – 22 September 2017

Venue: National School of Government

Duration: Day 1, from 10h00 to 17h00 and Day 2 from 08h30 to 17h30

An independent Adjudication Panel will be appointed based on the nominations by national cluster departments and the various provinces. The Adjudication Panel will comprise public service experts with relevant training and development credentials drawn from across the country. Due to institutional memory and experience members that served on previous Adjudication Panels gained, it will be expedient if some of them can again serve the 2017 Awards Adjudication Panel.

The Adjudication Panel will act independently and their decision is final.

The Adjudication Panel will receive and consider all nominations and there will be no additional vetting process. The Panel also reserves the right not make an award in the case of incomplete nominations, insufficient nominations, or if the criteria is not met.

The Awards Task Team of the PSTF Organising Committee will act as the secretariat for the adjudication process.

The Adjudication Panel Members need to appoint a chairperson for the adjudication process on the first day of the adjudication (at the latest). During previous processes Prof Potgieter and Dr Mphahlele (of the NSG Awards Task Team) was asked to rotate as chairpersons. This was decided as all individual panel members had vested interest and preferred to pay attention to the adjudication process as they were mandated. The chair of 2017 adjudication Panel should not be directly involved with a training unit that might be eligible for an award.

The Adjudication Panel will only adjudicate nominations if

- the nomination form was fully and clearly completed; and
- a Portfolio of Evidence accompanies the nomination.

The Portfolio of Evidence must be organised and submitted in accordance with the stipulations outlined above and must be arranged in accordance with the set criteria.

8. IMPORTANT GUIDELINES FOR ADJUDICATION

All Adjudication Panel Members will sign confidentially forms. All completed score sheets (evaluation forms) used during the adjudication process must be signed by members of the panel and the panel chair.

All scores need to be clearly indicated on the score sheets (evaluation forms). If changes were made to evaluations/marks allocated, the individual who filled in the score sheet should sign/initial next to the changes.

The Adjudication Panel need to ensure that:

- The award category which applies the each nomination is clearly indicated.
- It must be evident if it is an institutional or individual nomination.
- All nominations must be supported by a Portfolio of Evidence illustrating the contribution a specific nominee, or unit/institution has made.
- The Portfolio of Evidence need to be in line with the set criteria for each award.
- The Portfolio of Evidence must be arranged in accordance with the motivational information elucidation the various criterion set for each award.
- Only evidence that corresponds with the period guidelines (the 2016-17 financial year) will be considered. The exception is the *Service Medallion for Life Time Achievement* which focusses on ten years.
- Proof of outstanding service is the definitive criterion for individual awards – long service or pending retirement is not a sufficient basis for nomination.
- A four point scale is used to evaluate the quality of nominations. In this case 1 is 'poor', 2 is 'mediocre', 3 is 'good', and 4 is 'excellent'.

All score sheets (evaluation forms) need to be submitted to the NSG auditors for the auditing process which will occur immediately after the adjudication.

The NSG auditors would again be appointed to calculate and verify the results of the adjudication process and to provide a sense of independence and integrity.

9. CRITERIA FOR THE ADJUDICATION PROCESS

Due to the requirement for clarification on what is implied by scores given during the adjudication process, the standards were agreed to by previous Adjudication Panels and it can be elucidated as follows:

- What is excellent? This standard should include complete submission of PoEs and above expectation performance.
- What is good? This standard should include complete submission of PoE and ordinary performance.
- What is mediocre? This standard should include complete submission of PoE with poor performance.
- What is poor? This standard should include less than satisfactory PoE with less than satisfactory performance.

To ensure adherence to standards set, the Adjudication Panel agreed on a quality assurance process during the adjudication process (executed by the Secretariat and Auditors) checking the following:

- That all score sheets (evaluation forms) contain the names and signatures of the panellists.
- All cancelled scores must be initialled by the panellist.
- The score sheets contain clear and proper reference to the nominee and the award category.
- All score sheets (evaluation forms) must be signed off by a member of the secretariat or the chair.
- The sum totals of scores as calculated by panellists must be verified.

Such a quality assurance process will be adhered to again during the 2017 adjudication.

The development of the criteria for awards adjudication in essence occurred around the following ideas:

- Our training programmes reflect the aspects of knowledge, skills, values and attitudes and we need to take cognisance of it in awarding excellence.
- A 'family' of criteria should be established to as far as possible measure/evaluate the same aspects (in other words 'compare apples with apples'). This would be an important advantage when a winner in Award category 1a needs to be identified. The Adjudication Panel must be able to justify why the one and not the other received the award – specifically in a scenario where winners from specific categories will be competing against each other for the same award.
- That the adjudication process centres on the three criterion points and the four point scale as it will expedite the adjudication process, while the set standard will make it fairer.
- That the **first criterion point** as far as possible deals with excellence as can be established through feedback from peers and recipients of training based on proof of "a significant contribution". M&E data as well as other assessable information is also relevant as proof in this regard.
- That the **second criterion point** is as far as possible concerned with excellence in the development and rollout of training programmes, improvements in teaching and learning – in other words the implementation. Specifically quantifiable evidence in terms of numbers, workshops, M&E feedback, impact assessments, etc., is relevant here (as in the first criterion point). However, though the numbers is certainly important and can be a good indicator of effort, it is not only about numbers but also about the quality of what were achieved/implemented (this is more closely related to excellence).
- The important issue with creating the **third criterion point** is to assess or evaluate to what extent the values of government are supported by training – this is not quantifiable to the same extent as with the other two criterion points. However, government programmes and objectives are concerned with instilling a normative value and attitude-heavy framework and we need to make sure it is institutionalised in training. This will compel us not only to integrate them in Government's training programme but also ensure their realisation in practice. A more innovative approach to assessing and evaluating them will hopefully also emerge from this experience.

Award Category 1: Minister’s Award for Excellent Service to Public Service Training

Awards will be presented for excellent service to public service training in three categories:

- a. Individual award.
- b. Departmental or provincial HRD unit or branch.
- c. A national or provincial public service training institution (e.g. public service academies, provincial and/or sectorial academies, institutes, colleges).

Nominations are open to HRD units and public service training institutions.

No nominations are requested for the individual award as the winner will be determined from those awarded for individual excellence in the other award categories.

1.a: Criteria Individual Award

1. Excellent feedback from peers and recipient of training – individuals who have made a significant contribution to learning and teaching in the public service
2. Contributed to the development and rollout of excellent training programmes – specifically trainers whose efforts have led to improvements in the teaching and learning environment and/or to recipient learning outcomes on a provincial or national level.
3. Ensured adherence to the values and principles inherent in the Constitution, legislation and policy prescripts. Evidence to be assessed include integration of humane values and attitudes in the design and delivery of ETD programmes/courses.

Award 1a: Evaluation table for individuals		
Nominee _____		
Criteria	Evaluation Mark	Comments
1	1	
	2	
	3	
	4	
2	1	
	2	
	3	
	4	
3	1	
	2	
	3	
	4	
TOTAL		

1.b: Criteria Departmental or Provincial HRD Unit/Branch Award

1. Excellent feedback from peers and recipient of training – units/institutions that have made a significant contribution to education and training in the public service
2. Contributed to the development and rollout of excellent training programmes – specifically units/institutions whose efforts have led to improvements in the teaching and learning environment and/or to recipient learning outcomes on a provincial or national level.
3. Ensured adherence to the values and principles inherent in the Constitution, legislation and policy prescripts. Evidence to be assessed include integration of humane values and attitudes in the design and delivery of ETD programmes/courses.

Award 1b: Evaluation table units/institutions		
Nominee _____		
Criteria	Evaluation Mark	Comments
1	1	
	2	
	3	
	4	
2	1	
	2	
	3	
	4	
3	1	
	2	
	3	
	4	
TOTAL		

1.c: Criteria National or Provincial Public Service Training Institution

1. Excellent feedback from peers and recipient of training – units/institutions that have made a significant contribution to education and training in the public service
2. Contributed to the development and rollout of excellent training programmes – specifically units/institutions whose efforts have led to improvements in the teaching and learning environment and/or to recipient learning outcomes on a provincial or national level.
3. Ensured adherence to the values and principles inherent in the Constitution, legislation and policy prescripts. Evidence to be assessed include integration of humane values and attitudes in the design and delivery of ETD programmes/courses.

Award 1c: Evaluation table units/institutions		
Nominee _____		
Criteria	Evaluation Mark	Comments
1	1	
	2	
	3	
	4	
2	1	
	2	
	3	
	4	
3	1	
	2	
	3	
	4	
TOTAL		

Award Category 2: NSG Principal’s Award for Excellence in Training Development for NSG Programmes

Awards will be presented to an individual trainer as well as a departmental unit or branch in a national or provincial institution that provided excellent service in capacity building and development of facilitators in NSG programmes.

Nominations are open to all facilitators and public service training institutions.

2.a: Criteria Individual Award

1. Excellent feedback from peers and recipient of training – individuals who have made a significant contribution to training development for NSG programmes.
2. Contributed to the development and rollout of NSG programmes – specifically trainers whose efforts have led to improvements in the teaching and learning NSG programmes.
3. Ensured adherence to the values and principles inherent in the Constitution, legislation and policy prescripts. Evidence to be assessed include integration of humane values and attitudes in the design and delivery of ETD programmes/courses.

Award 2a: Evaluation table for individuals		
Nominee _____		
Criteria	Evaluation Mark	Comments
1	1	
	2	
	3	
	4	
2	1	
	2	
	3	
	4	
3	1	
	2	
	3	
	4	
TOTAL		

2.b: Criteria Unit/Institutional Award

1. Excellent feedback from peers and recipient of training – units/institutions who have made a significant contribution to training development for NSG programmes.
2. Contributed to the development and rollout of NSG programmes – specifically units/institutions whose efforts have led to improvements in the teaching and learning NSG programmes.
3. Ensured adherence to the values and principles inherent in the Constitution, legislation and policy prescripts. Evidence to be assessed include integration of humane values and attitudes in the design and delivery of ETD programmes/courses.

Award 2b: Evaluation table units/institutions		
Nominee _____		
Criteria	Evaluation Mark	Comments
1	1	
	2	
	3	
	4	
2	1	
	2	
	3	
	4	
3	1	
	2	
	3	
	4	
TOTAL		

Award Category 3: Coal-face Service Delivery Training Programme aimed at improving Service Delivery

Awards will be presented for an excellent coal-face service delivery training programme and facilitators that excelled in training programmes aimed at improving service delivery at the coal-face.

Nominations are open to all facilitators as well as to all national and provincial units, branches or institutions.

3.a: Criteria Individual Award

1. Contributed to the development and rollout of excellent coal-face service delivery improvement programmes and materials that have led to improvements in teaching and learning for service delivery.
2. Excellent feedback from peers and recipient of training/individuals who experienced the programme as a significant contribution to coal-face service delivery improvement.
3. Ensured adherence to the values and principles inherent in the Constitution, legislation and policy prescripts. Evidence to be assessed include integration of humane values and attitudes in the design and delivery of ETD programmes/courses.

Award 3a: Evaluation table for individuals		
Nominee _____		
Criteria	Evaluation Mark	Comments
1	1	
	2	
	3	
	4	
2	1	
	2	
	3	
	4	
3	1	
	2	
	3	
	4	
TOTAL		

3.b: Criteria Unit/Institutional Award

1. Contributed to the development and rollout of excellent coal-face service delivery improvement programmes and materials that have led to improvements in teaching and learning for service delivery.
2. Excellent feedback from peers and recipient of training concerning units that have made a significant contribution to coal-face service delivery improvement.
3. Ensured adherence to the values and principles inherent in the Constitution, legislation and policy prescripts. Evidence to be assessed include integration of humane values and attitudes in the design and delivery of ETD programmes/courses.

Award 3b: Evaluation table units/institutions		
Nominee _____		
Criteria	Evaluation Mark	Comments
1	1	
	2	
	3	
	4	
2	1	
	2	
	3	
	4	
3	1	
	2	
	3	
	4	
TOTAL		

Award 4: Training Excellence Service Medallion for Life Time Achievement in Training, Learning and Development

The Training Excellence Service Medallion will be presented to public servants for dedicated and meritorious service to public service training over a period of at least ten years.

Any eligible public servant can be nominated, but nominations must be strongly supported by a peer, recipient of training, and/or a manager.

Note: The background of nominees should ideally include experience as trainer/facilitator of training. However, work in support of training, facilitating of training and management of training processes are also acceptable and would be an advantage if linked to actual training experience.

Criteria for Excellence Service Medallion

1. Proof of dedicated excellent service and at least ten years' experience in the public service training, learning and development environment.
2. Excellent feedback from peers and recipients of training.
3. Ensured adherence to the values and principles inherent in the Constitution, legislation and policy prescripts. Evidence to be assessed include integration of humane values and attitudes in the design and delivery of ETD programmes/courses.

Award 4: Evaluation table for Excellence Service Medallion		
Nominee _____		
Criteria	Evaluation Mark	Comments
1	1	
	2	
	3	
	4	
2	1	
	2	
	3	
	4	
3	1	
	2	
	3	
	4	
TOTAL		

Award Category 5: Excellence in Youth Development Training Award

The Award is in recognition of the most successful youth development training programme (in the 14-35 age group). The Award is open to all national and provincial departments for outstanding programmes related to youth development training and will be awarded on an institutional level as well as on an individual level.

Nominations are open to all national and provincial units, branches and individuals.

5.a: Criteria Individual Award

1. Contributed to the development and rollout of excellent youth training programmes and materials that have led to improvements in teaching and learning for youth development.
2. Excellent feedback from peers and recipient of training – individuals who have made a significant contribution to youth development training and materials.
3. Ensured adherence to the values and principles inherent in the Constitution, legislation and policy prescripts. Evidence to be assessed include integration of humane values and attitudes in the design and delivery of ETD programmes/courses.

Award 5a: Evaluation table for individuals		
Nominee _____		
Criteria	Evaluation Mark	Comments
1	1	
	2	
	3	
	4	
2	1	
	2	
	3	
	4	
3	1	
	2	
	3	
	4	
TOTAL		

5.b: Criteria Unit/Institutional Award

1. Contributed to the development and rollout of excellent youth training programmes and materials that have led to improvements in teaching and learning for youth development.
2. Excellent feedback from peers and recipient of training – units/institutions that have made a significant contribution to design and youth development training and materials.
3. Ensured adherence to the values and principles inherent in the Constitution, legislation and policy prescripts. Evidence to be assessed include integration of humane values and attitudes in the design and delivery of ETD programmes/courses.

Award 5b: Evaluation table Unit/Institutional Award Nominee _____		
Criteria	Evaluation Mark	Comments
1	1	
	2	
	3	
	4	
2	1	
	2	
	3	
	4	
3	1	
	2	
	3	
	4	
TOTAL		

Award Category 6: Excellence in Design and Development of Training Programmes

The Awards for Excellence in Design and Development of Training Programmes are presented in recognition of an excellent contribution to designing and developing programmes for Public Service training. It will be awarded to the best departmental unit or branch in a national or provincial department and for an outstanding personal contribution.

Nominations are open to all national and provincial units, branches and individuals.

6.a: Criteria Individual Award

1. Contributed to the development of excellent curricula/materials – specifically programme designers/developers whose efforts have led to improvements in teaching and learning public service programmes.
2. Excellent feedback from peers and recipient of training – individuals who have made a significant contribution to design and development of learning and teaching curricula/materials.
3. Ensured adherence to the values and principles inherent in the Constitution, legislation and policy prescripts. Evidence to be assessed include integration of humane values and attitudes in the design and delivery of ETD programmes/courses.

Award 6a: Evaluation table for individuals		
Nominee _____		
Criteria	Evaluation Mark	Comments
1	1	
	2	
	3	
	4	
2	1	
	2	
	3	
	4	
3	1	
	2	
	3	
	4	
TOTAL		

6.b: Criteria Unit/Institutional Award

1. Contributed to the development of excellent curricula/materials – specifically programme designers/developers whose efforts have led to improvements in teaching and learning public service programmes.
2. Excellent feedback from peers and recipient of training – units/institutions that have made a significant contribution to design and development of learning and teaching curricula/materials.
3. Ensured adherence to the values and principles inherent in the Constitution, legislation and policy prescripts. Evidence to be assessed include integration of humane values and attitudes in the design and delivery of ETD programmes/courses.

Award 6b: Evaluation table Unit/Institutional Award Nominee _____		
Criteria	Evaluation Mark	Comments
1	1	
	2	
	3	
	4	
2	1	
	2	
	3	
	4	
3	1	
	2	
	3	
	4	
TOTAL		

Award Category 7: Excellence in Inclusivity Training

These Awards are presented in acknowledgement of exceptional and visionary facilitators, developers and institutions in the field of inclusivity training for the public sector. Both an individual and an institutional award will be made.

Nominations are open to all facilitators, developers and institutions operating in this sphere.

7.a: Criteria Individual Award

1. Evidence of excellent training provided by an individual to persons with training or learning difficulties in the public service – due consideration should be taken of multiple barriers and impairments to learning and development.
2. Proof of specialised or adapted training material and methodologies need to accompany the nomination.
3. Excellent feedback from peers, specialised institutions, bodies/societies, and recipients of training.

Award 7a: Evaluation table for individuals		
Nominee _____		
Criteria	Evaluation Mark	Comments
1	1	
	2	
	3	
	4	
2	1	
	2	
	3	
	4	
3	1	
	2	
	3	
	4	
TOTAL		

7.b: Criteria Units/Institutions

1. Evidence of excellent training provided by a unit/institution to persons with training or learning difficulties in the public service – due consideration should be taken of multiple barriers and impairments to learning and development.
2. Proof of specialised or adapted training material and methodologies need to accompany the nomination.
3. Excellent feedback from peers, specialised institutions and/or bodies/societies, and recipients of training.

Award 7b: Evaluation table units/institutions		
Nominee _____		
Criteria	Evaluation Mark	Comments
1	1	
	2	
	3	
	4	
2	1	
	2	
	3	
	4	
3	1	
	2	
	3	
	4	
TOTAL		

10. CONCLUSION

The NSG and the organising committee wish all participants the best of luck in these Achiever's Awards. The committee and the adjudication panel will perform their functions to the best of their ability in a professional and transparent manner all the time.

Awards Task Team
