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**Insurance Institute of Cardiff**

**The Professional Excellence Award- Sponsored by Zing 365**

Do you know someone who is a strong industry contributor, as well as an inspiration to others and has gone above and beyond within their existing job role? Perhaps that person, is you?

The **Professional Excellence Award** is to recognise the most outstanding and overall star achiever of the year, with no age restrictions or minimum experience level. This prestigious award is to recognise an individual’s success and how they have contributed to the success of the wider team or business they work in as well as the industry as a whole.

You can apply yourself or nominate someone else you feel is deserving of the award.

As part of the awards process, our Awards Officer will contact the references and line manager provided to verify key achievements and understand why the nominee is an exemplar nomination and deserves this recognition.

If shortlisted, candidates will be invited for an interview with our judging panel on **Thursday 23rd January 2025**. The panel consists of five members: a previous award winner, an IIC council member, an independent expert, a representative from General Insurance and a representative from PFS.

Once the judges have reached a decision, the two finalists, Award Winner and Runner-Up will be invited to the CII annual dinner, where the winner will be announced.

Finalists will receive a complimentary meal and table drinks. The individuals’ names will be featured in the event programme and of course, they will receive a beautiful trophy each!

The award winner will also receive a cash prize of **£250.00** and have their name engraved on the awards silver plate, which they may keep until the next years’ annual CII dinner.

Applicants are welcome from anyone working within the Insurance or Financial Services sector, provided they are either working or living within our CII region. Additionally, they must be a Cardiff CII member with a dedicated personal CII PIN.

Please submit your application by **Saturday 30th November 2024** to [awards@ciicardiff.co.uk](mailto:awards@ciicardiff.co.uk)

Don’t miss this opportunity to celebrate outstanding achievements within our industry!

**Application Form**

**\*To be completed by the candidate or the nominator\***

|  |  |
| --- | --- |
| Name: |  |
| Job Title: |  |
| Email Address: |  |
| Telephone Number: |  |
| Qualifications: |  |
| Company Name: |  |
| CII PIN: |  |
| How long have you worked in your current role? |  |
| How long have you worked with your current employer? |  |
| How long have you worked in the insurance/financial services industry? |  |

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| **1.Candidate’s key objectives and responsibilities of day-to-day role**  Please attach the current role profile/ job description to support your application if available  ***(500 words)*** |
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| 1. **In no more than 1,000 words, provide details of your/the nominees achievements which make you/them a worthy candidate for this year’s Professional Excellence Award.**     1. Ensure you include examples in respect of (but not limited to)       1. Key career achievements       2. Professional Development       3. Mentorships/Impact on Others       4. Exceeding expectations   *(500 words)* |
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| 1. **Briefly provide details of additional activities that you/the nominee are involved in, e.g., community of volunteering work, Professional or Regulatory bodies…provide details on how these skills benefit you/the nominee and are used in your/their daily role.**   *(500 words)* |
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| 1. **Peer Reference Information**   It is a requirement for the submission to have additional reference support for this application.  It is the responsibility of the referee’s comments to verify the information is accurate and true, providing supportive comments as to why you feel the person should be considered for the Professional Excellence Award.  *(250 words)* |
| |  |  | | --- | --- | | **Name:** |  | | **Job Title:** |  | | **Company:** |  | | **Email address:** |  | | **Telephone Number:** |  | |

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| **Line Managers Details for verification purposes.** |  |
| **Line Managers Name:** |  |
| **Job Title:** |  |
| **Company:** |  |
| **Email address:** |  |
| **Telephone Number:** |  |

**\*Closing date for applications – Saturday 30th November 2024**