



# AWARDS PROGRAM GUIDE



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## About the Awards

In its 25th year, the 2022 AHRI Awards are looking to celebrate excellence in HR across 25 awards for both HR individuals and organisations including 1 scholarship. To be eligible to apply, you or your team need to be in HR and practising great, innovative HR.



At the end of 2022 we will host a night of celebration, acknowledging the great HR initiatives which have come to light and announcing the winners of each award, with HR peers, HR elite and of course colleagues, family and friends there to help celebrate.

### Purpose of AHRI Awards

The AHRI Awards aims to recognise and celebrate HR excellence through a range of individual and organisational awards. For a full list of the AHRI Awards refer to the following table.

## List of Awards

AWARDS	AWARD TYPE
CEO Diversity and Inclusion Champion	Individual
HR Leader	
HR Practitioner	
HR Rising Star	
HR Academic	
HR Diversity and Inclusion Champion	
CEO HR Champion	
Undergraduate HR Student	
AHRI Practicing Certification*	
AHRI Professional Certification Scholarship	
Technology Impact	
Innovation and Creativity	
Organisational Development	
Workplace Relations	
Aboriginal & Torres Strait Islander Peoples Employment	Diversity & Inclusion Organisational
Gender Equality	
Cross Cultural Management	
Disability Employment	
LGBTIQ+ Inclusion	
Generational Diversity	
Talent Management	Talent Organisational
Leadership Development	
Workplace Mental Health	Workplace Wellbeing Organisational
Inclusive Workplace	
Health and Wellbeing	

\* Requirements are slightly different – please refer to page 8 & 9.

## AHRI Awards Key Dates & Process

Stage	Process	2022 Date
1. Application	Applications open *	15 March
	Applications close	27 May
2. Submission	Submissions due **	17 June
3. Shortlisting	Shortlisting panels	4 Jul – 17 Sep
4. Finalist announcements	Via email	End of Sep
5. Referee Checks	If required	Jul – Oct
6. Winners selected	National judging panel & patrons	Oct
AHRI Awards Celebration	Winners announced	Late Nov

Potential applicants will need to familiarise themselves mainly with Stages 1 and 2. During these stages applicants need to decide which awards to enter for, gather all the relevant information and supporting evidence you require for your submission and ensure you apply and submit by the cut off dates.

\*The **Application** stage is the registration and payment stage – indicating your intent to submit.

\*\*The **Submission** stage is when you complete the detail of meeting/exceeding the criteria for the award(s) you are applying for, including uploading supporting documentation (e.g. referee statements and evidence).

## Eligibility and T&C's

For full details of the eligibility requirements refer to the criteria for the specific award and visit our website for the [AHRI T&C's](#)

# Stages of the Awards Process

## Stage 1: Application (How to)

The Application for an award is a quick and simple process.

- Visit [AHRI.com.au/awards](http://AHRI.com.au/awards)
- Go to Awards, select the award you want to apply for
- go to the view criteria/apply now and complete your details and make your payment.

### Steps to apply:

1. **Decide your awards.** When considering which awards to apply for read carefully the specific award's description and criteria. There may be more than one award which you want to apply for with a single initiative but ensure you **address the awards specific criteria for each submission.**

If you are unsure or unclear as to which award would best suit you or your organisation, please don't hesitate to contact the AHRI Awards team and we will assist you.

- **Complete an online application.** Once you have determined the award(s) you wish to apply for, you will need to complete the online application by visiting [AHRI.com.au/awards](http://AHRI.com.au/awards)
- Applications open 15<sup>th</sup> March 2022
- Applications close 20<sup>th</sup> May 2022

Note: Submissions close 17<sup>th</sup> June 2022

To complete the online application, you will need to apply as either:

- **AHRI members** – you will need a current AHRI membership number and \$465 per award.
- **Non-members\*** –\$700 per award.

You will also need to have:

- **Contact details** – the person handling the administration and logistics of the application throughout the award process.
- **Applicant details** – for every award you select you will be required to enter the name of the applicant
  - individual awards - the full name of the person nominating (being nominated) plus organisation details.
  - organisational awards – the name of the organisation.
- **Award(s) that you wish to apply for** – If you want to apply for multiple awards you must apply for all in the one online application.
- **Credit card details for payment** – payment is required at the time of application and your application will not be valid if this step has not been completed.

Receipts will be sent automatically via email once the transaction is complete. Please note: the Ram Charan Student Award is free to enter.

\*To become an AHRI member and receive the member rate visit <https://www.ahri.com.au/ahri-membership/individual-membership/> AHRI membership offers many great benefits including significant discounts on the Award fees.

**Awards Fees:**

Awards	AHRI Member Fee	Non-Member fee	Note
Undergraduate HR Student	Free (AHRI student members only)	N/A	
Member only awards #	\$465	N/A	. HR Leader . HR Practitioner . HR Rising Star . HR Diversity and Inclusion Champion
All other Awards	\$465	\$700	AHRI professional memberships start at \$396^

^Contact AHRI Membership to find out about the different types of membership available and the benefits that AHRI membership can give you.

#Member only awards – there are only 4 awards that you MUST be a member to apply for. If you are not yet a member you can complete a membership application and will then be eligible to apply

## Stage 2: Submission

The AHRI Awards strive to provide a robust submissions process that helps to give the AHRI awards its credibility and great standing in the HR community.

The submission is the 'work' part of your application, where you complete all the documents, gather all necessary evidence and provide your referees.

At the completion of your online application, you will receive an email within 1 to 2 business days with a link to the AHRI Awards submission portal.

**Submissions are due midnight 17<sup>th</sup> June 2022.**

The AHRI Awards submission portal will contain the following information:

- **Criteria information** – lists and defines the award criteria and gives examples of supporting evidence required for the award.
- **Submission form** – for providing details of the initiative, the challenge and the outcomes.
- **Checklist** – assists the judges with reviewing the submission and a checklist for the applicant. (Student Award Checklist is a Rubric)
- **Upload capability for:**
  - **Evidence** – evidence to support the application
  - **Referee/Reference information** – 2 to 3 referees/references

### STUDENT AWARDS

The two Student Awards (Undergraduate HR Student Award and AHRI Practising Certification) have been made possible by a generous donation to the Australian HR Institute (AHRI) from Ram Charan, a world-renowned author, speaker and business advisor. Both awards have no application fee. Please see eligibility requirements for both awards below:

#### Undergraduate HR Student

The 2022 Undergraduate HR Student recognises undergraduate HR students who demonstrate excellence by telling us about the changing nature of the psychological contract and the challenges for organisations and HR

The Ram Charan Student Award submission portal includes:

- Submission & Essay guidelines
- Submission form
- Assessment Rubric

**Cost:** There is no cost to submit in this award.

**Eligibility:** Open to AHRI student members only

## AHRI Practising Certification

AHRI Practising Certification will recognise the best performing certified graduate of the AHRI Practising Certification Program (APC).

There is NO submission required for this award.

**Cost:** There is no cost to submit in this award.

**Eligibility:** All APC Australian based students who apply for AHRI professional certification between August 2021 and August 2022 are automatically considered for this award. For further information about the AHRI Practising Certification Program see <https://ahri.com.au/hr-certification/>

## Stage 3: Shortlisting

Once the award submissions close, all submissions along with supporting evidence, and other documents provided will be supplied to the shortlisting panels for the first stage of the judging process.

The shortlisting panels comprise of representatives from AHRI member committees, leading industry practitioners, academics and award partners. The panel members will individually assess applications before meeting to discuss each application and determine the shortlisted finalists. Each submission will be rated against the award criteria.

## Stage 4: Finalist announcements

All applicants will be contacted via email at the end of September 2022 and notified of the outcome of their submission.

The finalists will be announced to the greater HR community through AHRI channels (HRM magazine, AHRI Awards website, and the What's on at AHRI e-newsletter) in early October.

## Stage 5: Referee checks

The panel judges, national judges and patrons will determine if there are any questions for referees. Please note that referee checks may be conducted at any stage of the judging upon request of the judges, but it is a requirement of the submission to supply referees prior to judging.

AHRI will contact referees on behalf of the judges either via email or phone with any questions from the judging panels if required.

## Stage 6: Winners selected

Many of the awards are associated with a distinguished patron (a full list of patrons is on the awards website). Most patrons play an active role in the judging process and have the ultimate responsibility of selecting the winner of their eponymous award.

The remaining awards have a three to five-person National Judging Panel that review the finalists to determine the winner.

## AHRI Awards Celebration

All finalists are invited to attend the AHRI Awards Celebration and will be given one complimentary ticket to do so. The celebration is also open to other applicants, the greater HR community and the public. It is a formal event and a great opportunity to see who wins each award and hear the winners' stories of success.

Registrations to attend the celebration will be made available after the finalists have been announced.

For further information on applying for an AHRI Award in 2022, please contact AHRI on 1300 811 880 or email [enquiries@ahri.com.au](mailto:enquiries@ahri.com.au)