



Marking Schedule

International Travel Award

Purpose: provides support for an individual member's active participation in an overseas activity.

Applicant name and award reference number:

Application screening (score out of 3)

- ☐ The application form has been completed in typescript using minimum Arial 10pt
- ☐ Relevant sections completed in space/word count allowed; no superfluous attachments
- ☐ Supporting documentation appended as requested in the award specific guidance

Comments:

Scoring for each of the criteria:

Strongly agree / Excellent = 4

Agree / Good = 3

Disagree / Fair = 2

Strongly disagree / Poor = 1

Presentation (score out of 4)

1. The application is grammatically sound, with a coherent structure and use of headings, and consistent attention to detail.

4 ☐

3 ☐

2 ☐

1 ☐

Comments:

Content (score out of 8)

2. The application clearly demonstrates that the planned activity will meet the overall purpose of the award.

4 ☐

3 ☐

2 ☐

1 ☐

Comments:



Marking Schedule

3. The applicant's knowledge, skills, and experience match the demands of the planned activity.

4 ☐

3 ☐

2 ☐

1 ☐

Comments:

Benefits to service users and the profession (score out of 16 – double weighted category)

4. The applicant demonstrates how participation in the planned activity might benefit the host country including local professionals and service users / carers.

8 ☐

6 ☐

4 ☐

2 ☐

Comments:

5. The planned activity will have a likely impact on the wider occupational therapy community.

8 ☐

6 ☐

4 ☐

2 ☐

Comments:

Professional Development (score out of 16)

6. The applicant convincingly explains how the planned activity will contribute to their CPD and enhance future practice.

4 ☐

3 ☐

2 ☐

1 ☐

Comments:

7. There are three SMART (specific, measurable, achievable, realistic, timely) targets which are directly related to the outcomes of the project/activity.

4 ☐

3 ☐

2 ☐

1 ☐

Comments:



Marking Schedule

8. The SMART targets include outcomes for both the applicant's individual advancement and benefit to the profession and/or service users.

4 ☐

3 ☐

2 ☐

1 ☐

Comments:

9. The application clearly sets out how the applicant will communicate the outcomes of the planned activity.

4 ☐

3 ☐

2 ☐

1 ☐

Comments:



Marking Schedule

Summary comments

Score		
Category	Maximum available score	Assessor scores
Application screening	3	
Presentation	4	
Content	8	
Impact / benefits	16	
Professional Development	16	
Total	47	

Recommendation	
Fundable i.e. meets award specific criteria, realistic in terms of timescales and costs	
Not fundable i.e. does not meet award specific criteria, not realistic in terms of timescales and costs	
Discuss	
Assessor name:	Date: