RCOT Annual Awards 2025

Ann Carnduff Legacy CPD Activities Award – marking schedule

**Purpose:** Provides financial assistance for CPD activities—whether in the UK, abroad, or online. This includes conferences, lectures, workshops, seminars, forums and networking. The award also covers RCOT paid events for members.

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| Applicant reference number: | ACLCAA |

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| Yes/No | Applicant screening (score out of 4) |
|  | The application form has been completed using a minimum Arial font size of 11pt. |
|  | The relevant sections have been completed within the allowed space/word count, with no unnecessary attachments. |
|  | Supporting documentation is attached as requested in the award-specific guidance. |
|  | BAOT number checked. |
| **Comments:** | |

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| Scoring for each of the criteria: |
| Strongly agree/Excellent = 4 Agree/Good = 3 Disagree/Fair = 2  Strong disagree/Poor = 1 Not applicable/Not complete = 0 |

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| 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 |  | 0 |     **Comments:** |

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| Content (score out of 4) |
| 1. The application clearly demonstrates that the planned activity will meet the overall purpose of the award.  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 4 |  |  | 3 |  |  | 2 |  | 1 |  | 0 |     **Comments:** |

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| Benefits to people who access occupational therapy services/carers and the profession (score out of 16 – double weighted category) |
| 1. The activity will benefit people who access occupational therapy services and the wider occupational therapy community.  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 8 |  |  | 6 |  |  | 4 |  | 2 |  | 0 |   **Comments:** |
| 1. The activity/project will have a likely contribution to the development of the profession e.g. by demonstrating outcomes/ value for money, an occupation-focused approach, increasing evidence/knowledge.  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 8 |  |  | 6 |  |  | 4 |  | 2 |  | 0 |   **Comments:** |
| **Professional Development (score out of 12)** |
| 1. The applicant convincingly explains how the activity will contribute to their CPD or enhance their pre-registration studies.  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 4 |  |  | 3 |  |  | 2 |  | 1 |  | 0 |   **Comments:** |
| 1. The overall aim of the activity (what they intend to achieve) and up to three objectives (how they will achieve the aim) are directly related to the activity.  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 4 |  |  | 3 |  |  | 2 |  | 1 |  | 0 |   **Comments:** |
| 1. The applicant clearly sets out how the outcomes of the planned activity will be disseminated.  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 4 |  |  | 3 |  |  | 2 |  | 1 |  | 0 |   **Comments:** |

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| Summary comments |
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| Score | | |
| **Category** | **Maximum available score** | **Assessor score** |
| Application screening | 4 |  |
| Presentation | 4 |  |
| Content | 4 |  |
| Impact/benefits | 16 |  |
| Professional development | 12 |  |
| Total | 40 |  |

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| Recommendation | | Y/N |
| **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** (identify areas for discussion). | |  |
| **Assessor name:** | **Date:** | |