

Guidance for applying for Accelerated Increments and Contribution Points

When considering an individual application, for an accelerated increment or contribution point, the assessing panel will be looking for specific evidence of how the application meets the criteria for the award of an AICP. The employee must be able to demonstrate that their exceptional performance has made a substantial contribution to the current key institutional goals, as identified in the University's Strategic Plan. These criteria are as follows:

- The employee has made a sustained excellent contribution and consistently exceeded all the principal requirements associated with the role.
- The quality or quantity of work is evidenced as outstanding and the performance is at the very top of what is expected within the role.
- All objectives, as identified in the employee's annual staff development and performance review, have been delivered to a consistently high or exceptional standard and at least 2 objectives have been exceeded in terms of the expected delivery and timescale
- The individual is proactive in enhancing his/her knowledge/skills through appropriate learning opportunities; and applies these newly acquired skills and knowledge within their role and shares these with peers.
- The individual is recognised as an outstanding performer and as a role model by management and peers.

We have introduced a revised application form this year to enable you to address each of these criteria in a separate space, so you can ensure that each one is evidenced and addressed, in the correct order.

If you find that there is insufficient space to complete the application and supporting statement you can add NO MORE than one additional single side of A4 for each of the 2 statement sections.

Try and ensure that you give good evidential examples for each of the 5 criteria which will help the panel make their decision.

Either you, as the employee, or your line manager, can apply on your behalf, but whoever fills in the majority of the form should ensure that the other person submits a statement to supplement the application.

Managers to note: Applications can only be submitted for individual members of staff. If the individual has worked as part of a team, on a project for example, please indicate this on the relevant section on the application form.

At the bottom of the form there are spaces for the relevant signatures. Make sure that everything on the application form has been correctly completed before sending it to the HR Project Team at hrpstaff@aber.ac.uk.

Overleaf is an example of a well thought out and well written application which you may find useful when completing your form. Please note that whilst the evidence covering all criteria is not all in the order specified on the form, it is all there, and is well documented. The applicant has given their permission for this information to be used, with names redacted where appropriate.

Extracts from previous AICP submissions

Academic Job Family profile examples.

... for a number of years, been the most ardent advocate of the student experience within the department, championing the need to improve learning environments. has also been a highly effective researcher, publishing widely and attracting considerable amounts of research funding. ... is also someone who is committed to the efficient running of the department and, as such, has been a proactive and highly committed member of admin team.

.....teaching strengths centre on a dedication to delivering high quality courses that always receive excellent ratings from students.

Administrative Managerial and Professional Profile examples.

..... contribution to the university (including its strategic aims of increasing international student numbers and enhancing the student experience) has been sustained and excellent, and merits recognition and reward.

... The work went above and beyond the remit of the role and is leading towards significant institution-wide benefits including greater student satisfaction and efficiency.

Technical & Computer Operator Profiles examples

.....has made a sustained contribution to the Department's computing and technical infrastructure over a number of years. On the basis of his SDPR, it is evident that he has performed well above and beyond the requirements normally associated with his role over this past year in particular.

... willingness to take on a series of additional challenging roles (over and above his ongoing commitments).

....is always striving to update his knowledge of computing and electronics.

Clerical & Campus Services Staff Profiles examples

... has undertaken training at own expense demonstrating dedication to develop skills.

....carries out all tasks to a very high standard and demonstrates a proactive approach to all areas of work. ...takes tasks beyond what is required, going the 'extra mile' to ensure they are carried out efficiently and to the highest possible standard.