

DISTINGUISHED SERVICE AND COMMUNITY SERVICE AWARDS POLICY

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Contents

1. Purpose.....	2
2. Scope	2
3. Definitions	2
4. Awards.....	2
4.1 Distinguished Service Award: President’s Medal	2
4.2 Community Service Award: Governing Board’s Medal	2
5. Reimbursement of Expenses Associated with Collecting Awards.....	3
6. Document Change Control	3

1. Purpose

Defines policy for giving awards to colleagues or stakeholders who have made a distinguished contribution to APIC, or to students, colleagues or stakeholders who have made a noteworthy contribution to APIC's or the wider community.

2. Scope

Staff, students, and stakeholders of APIC.

3. Definitions

Item	Definition
<i>Distinguished service</i>	May mean lengthy service on College bodies, or in College administration, teaching or research. It may also refer to singular acts that have raised or preserved the College's reputation.
<i>Community service</i>	May mean lengthy service to communities that APIC serves or within which it sits, or to wider communities. It may also refer to singular instances that embody remarkable acts of kindness or of giving to others, usually with reference to APIC's strategic objectives.

4. Awards

4.1 Distinguished Service Award: President's Medal

The President's Medal may be awarded at any graduation to an individual who has, in the opinion of the President, distinguished themselves in service to APIC.

The President's Medal is in the gift of the President in consultation with the Executive Management Team and the Chair of the Governing Board.

The award consists of: a medal inscribed with the College logo and name, the recipient's name and the date of the award; a framed certificate; and a donation from the College of \$500 to a charity nominated by the recipient (which may include APIC's scholarship fund).

4.2 Community Service Award: Governing Board's Medal

The Governing Board's Medal may be awarded at any graduation to an individual who has, in the opinion of the Chair of the Governing Board, distinguished themselves in service to APIC's community or to the wider community.

The Governing Board's Medal is in the gift of the Chair of the Governing Board in consultation with the President and the Governing Board.

The award consists of: a medal inscribed with the College logo and name, the recipient's name and the date of the award; a framed certificate; and a donation from the College of \$500 to a charity nominated by the recipient (which may include APIC's scholarship fund)

5. Reimbursement of Expenses Associated with Collecting Awards.

APIC will normally meet the costs of travel, accommodation and meals incurred by individuals in collecting the awards.

6. Document Change Control

Version	Change Description	Date	Author
1.1	Put in new policy format	4 January 2017	Corinne Green