

# The 2024 Professor Judyth Sachs PACE Prizes



## FREQUENTLY ASKED QUESTIONS

### 1. Can I apply for more than one (1) prize?

**Yes.** You can apply for a Faculty Student Prize and a Leadership Prize. You can also submit applications for individual activities and group activities if you completed more than one PACE Unit or work integrated learning activity.

### 2. What constitutes supporting documentation?

Supporting documentation could be a letter of endorsement, feedback report, email with feedback, or other documentation that you think will enhance and support your prize application or nomination. Did you create something digital? If so, you can attach the link within the supporting document.

### 3. How much supporting documentation can I attach?

There is a **4-page** maximum. Applications or nominations with more than 4 pages will not be eligible. Remember, you need to be clear and concise with your application, just like a job application or interview.

### 4. Does my PACE Unit Convenor need to endorse my application for the Faculty Student Prize and Student Leadership Prize?

**Yes.** These two categories require endorsement from your PACE Unit Convenor. The link to the PACE Unit Convenor endorsement is below:

[https://it-mqu.formstack.com/forms/pace\\_prize\\_2024\\_unit\\_convenor\\_endorsement](https://it-mqu.formstack.com/forms/pace_prize_2024_unit_convenor_endorsement)

### 5. My PACE Unit Convenor has left Macquarie and I am not able to obtain their endorsement. Can I still apply?

**Yes.** We would encourage you to obtain endorsement from someone else, such as your Host/Project Supervisor, or someone else that can support your application.

### 6. I am in the process of filling out the prize form and my host supervisor is happy to provide supporting documents. Is there a form or template they can fill out?

**Yes.** There is a template form that can be used by Host Supervisors. Link to Host Supervisors form is below:

[https://it-mqu.formstack.com/forms/pace\\_prize\\_2024\\_host\\_supervisor\\_endorsement](https://it-mqu.formstack.com/forms/pace_prize_2024_host_supervisor_endorsement)

### 7. For group applications, do we need to submit applications individually? Or is one application submitted on behalf of the whole group?

For a group application, only **one** person from the group completes and submits the application on behalf of all group members. In the application, you will need to select 'Group', and add the details of all group members (including their full name, Student ID, and student email).

All members of the group should contribute to the application and must consent to the application being submitted.

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### 8. Who is eligible to apply for a 2024 Judyth Sachs PACE Prize?

If you successfully completed your PACE Activity in Session 1, Session 2, Session 3, or Winter Vacation during 2024, you are eligible to apply for a 2024 Judyth Sachs PACE Prize.

### 9. I am a Macquarie University alumnus who graduated in 2024 after completing my PACE Activity in 2024. As I am not currently a student, am I eligible to apply for this Prize?

**Yes.** if you completed your PACE Activity in 2024, you are eligible to apply for a 2024 Judyth Sachs PACE Prize. Please visit the [PACE Prizes](#) website for further information.

### 10. I am a previous PACE Prize winner, am I eligible to apply again?

**No,** previous PACE Prize Winners are not eligible to apply again.

### 11. How have previous PACE Prize winners reflected on their PACE work integrated learning experience?

[Watch the videos](#) from some of our previous PACE Prize winners to help with your application, and your career and employability reflections regarding your work integrated learning experience.

### 12. Who do I contact if I have questions regarding the PACE Prizes?

Please contact [LTooperations@mq.edu.au](mailto:LTooperations@mq.edu.au) if you require further assistance, or visit us at Learning Connect, where you can chat with a Career or Learning Advisor.

Learning Connect is located on the Ground Floor of 18 Wally's Walk (to the left of Service Connect).

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### HANDY HINTS AND TIPS FOR ALL PRIZE CATEGORIES

These tips have been prepared to help students and staff with their responses to the 2024 Judyth Sachs PACE Prizes criteria. Some overall suggestions to help assist with writing your applications/nominations are listed below:

1. Read the Prize Guidelines carefully, and ensure your responses address the relevant criteria.
2. Be creative in your responses! Use digital tools such as ePortfolio, or make a video to support your application.
3. Provide appropriate evidence related to the category.
4. The Prize application is like a job application because you want to showcase your achievements and stand out from others. There are resources in [Employability Connect](#) that are relevant to writing your application and evidencing your achievements.
5. Ask someone to review your application/nomination and take on board their feedback before you submit.
6. All PACE Units are eligible for a Prize, and all students are welcome to apply -- Undergraduate or Postgraduate.
7. [Watch videos](#) from some of our previous PACE Prize winners to help with your application, and your career and employability reflections about your work integrated learning experience.
8. Learning Connect for coaching: if you need assistance, drop into Learning Connect, where you can chat with a Career or Learning Advisor. Learning Connect is located on the Ground Floor of 18 Wally's Walk (to the left of Service Connect).

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## FREQUENTLY ASKED QUESTIONS

### PACE FACULTY STUDENT PRIZE - SELF-NOMINATION

**Did you make an outstanding contribution to a Partner organisation or the broader community through your PACE work integrated learning activity?**

- We want to know about the positive impacts of your PACE activity. Provide details of your contribution to the organisation and be specific, including evidence of impact, where possible. Did you develop something new for the organisation? Did you improve an existing system or process? How did your activity make a difference for the organisation?
- Provide information about the skills you developed during your PACE activity, particularly those that will help in your future career. We want to know what technical or employability skills you learnt or applied – it could be a new IT system, or you developed a new skill such as working in a team or problem-solving skills. Tell us about the skills you developed and provide specific examples. Check the [MQ Employability Skills Guide](#) in MQ Employability Connect.
- For some students, PACE clarifies their career goals and provides an opportunity to confirm this. For others, the PACE activity may do the opposite and exposes them to something new that they may not have considered. Please tell us how the PACE activity has prepared you for your career. Did it help you get a job with the organisation or a different organisation? Would you have been offered the job you currently have without completing your PACE unit? Tell us how completing the PACE activity has assisted your career journey.
- Please address the criteria of the Prize. We recommend using the [STAR Technique](#).
- If your activity was completed as part of a group – all group members' details and their consent must be included in their application and should also contribute to the application.

### PACE STUDENT LEADERSHIP PRIZE - SELF-NOMINATION

**Did you coordinate a group of students in a group activity, or hold a leadership role or leadership responsibility during your PACE work integrated learning activity? Did you hold a leadership role with the Partner organisation as part of an activity?**

- We want to hear how you did this and the approach you took. Please be specific and **provide examples** of how you supported other students.
- How did you work with other students to achieve positive results?
- Did you develop any leadership skills through your PACE activity?
- What strategies did you use to lead the group or project?
- Were there challenges in the group and how did you overcome them?
- How did you successfully manage the project/staff – did you use any digital tools to support this? What was your approach to managing the project/staff?
- Did you use your problem-solving skills? Provide examples of problems you overcame.
- How did you build and maintain relationships?
- How did you use your communication skills?
- What impact did this PACE activity have on your leadership skills?

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### **It is mandatory to get an endorsement/testimonial from:**

- your **group members** if your activity was part of a group.
- your **host supervisor** if your activity was an individual activity.
- your **Unit Convenor** via the endorsement form to support your application.

Please address the criteria for the Prize. We recommend using the [STAR Technique](#).

Check the [MQ Employability Skills Guide](#) in MQ Employability Connect as it will be helpful.

## PACE STAFF PRIZE - NOMINATION ONLY

### **Our PACE staff support students with their PACE activities.**

This is a chance to nominate an academic or professional staff member involved with PACE for the outstanding work they do.

- Provide detailed information on a staff member and how they have gone above and beyond to support PACE. Please outline what they did. Was it for a specific project or is this a staff member who always goes above and beyond? Please also provide information on how the staff member has supported students/staff regarding PACE activities.
- It is recommended to attach evidence to support this which can be letters of endorsement from a PACE Partner, students, or other staff. Informal feedback received via email can also be used within your supporting documentation.

## PACE PARTNER PRIZE - NOMINATION ONLY

### **PACE would not exist without our amazing PACE Partners.**

This category is a chance to recognise our PACE Partners and the wonderful work they do in providing projects or hosting students in their organisations.

- We really want to hear why you have nominated this PACE Partner and how they have gone above and beyond to work with Macquarie University on PACE activities.
- Are they a partner that you have worked with for a long time? Or are they just the easiest to deal with and are always happy to support PACE and provide opportunities for students?
- How has the partner supported students to develop their employability skills? We want the details.
- Do they provide great support for students (i.e., on-the-job training)?
- Why do students love this Partner so much? Please provide examples of impact.
- Is there a person/s at the Partner organisation that deserves recognition for the work they do to support PACE and students?
- It is recommended to attach evidence to support this which can be letters of endorsement from a PACE Unit Convenor, PACE Officer, students, or other staff.