

# HOSPITALITY EDUCATION AWARDS



THE TOURISM TRAINING AWARDS IN PORTUGAL

[www.hepta.pt](http://www.hepta.pt)

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# INTRODUCTION

This Guidebook aims to clarify the specificities associated with the "Hospitality Education Awards 2019" - the prizes of tourism training in Portugal, in particular as regards the preparation and submission of applications, and the respective evaluation process.

The awards are of annual distinction and are intended to recognize the best in education and training in the area of "Hospitality". They aim to contribute to the dignification of professionals and their professions as well as to stimulate the formative quality, whilst responding to market needs.

It is in this context that the Fórum Turismo Association, in collaboration with Turismo de Portugal, IP, National Association of Professional Schools (ANESPO), Network of Public Institutions of Higher Education with Courses in Tourism (RIPTUR), the Institute of Employment and Training (IEFP) and the World Tourism Organization (UNWTO), the second edition of the Hospitality Education Awards.

As an award, there are six different categories: "Best Educational Project", "Best Innovation and Development Project (I&D)", "Best Teaching Career in Higher Education", "Best Teaching in Vocational Education", "Best Stakeholder" and "Fórum Turismo Award".

# ARTICLES

## 1st ARTICLE. SUBMISSION AND EVALUATION OF APPLICATIONS

Applications for the Hospitality Education Awards 2019 should be submitted online at [www.hea.pt/en](http://www.hea.pt/en).

The electronic application form must be submitted between the 1st of May, 2019 until the 31st of May, 2019, all applications submitted after this date will be automatically excluded.

The process of submitting and evaluating applications takes place in the following phases:

- A)** Completion of the application online through the website [www.hea.pt/en](http://www.hea.pt/en), in accordance with these Regulations as well as delivery of all necessary documentation within the deadline for registration;
- B)** Verification and validation of applications submitted by the jury;
- C)** Notification when submitted applications are accepted;
- D)** Evaluation of applications by the jury;
- E)** Identification and communication in the institutional website of the event and by e-mail announcing the three finalist nominations for each category until June 20th, 2019;
- F)** Awards Gala on July 2nd, 2019 in a venue to be publicized;
- G)** Only the classifications obtained by the three final candidates will be officially known.

Participants who do not host the three finalists and want to know their final classification should contact the entity Fórum Turismo Association by e-mail at [geral@forumturismo21.org](mailto:geral@forumturismo21.org) and request that information of the same.

# ARTICLES

## 2nd ARTICLE. IDENTIFICATION OF THE PROJECT

### 1st Part

In the first section of the form the various fields that identify the application must be filled out, such as:

- 1) Name of the participant
- 2) Name of project
- 3) E-mail of participant
- 4) Phone number of participant
- 5) Application abstract (500 characters)

### 2nd Part

#### PROJECT BODY/ PORTFOLIO/CURRICULUM VITAE

Submission applications must meet the specific criteria of each category present in this document.

### NOTE OF CONFIDENTIALITY

All applications are confidential until the three finalists nominated for each category are identified by the jury. Therefore, these applications submitted by the nominated finalists will be displayed on the institutional site of the event at [www.heapt/en](http://www.heapt/en) starting from June 20th, 2019.

After the Awards Gala on July 2nd, 2019, only the classifications of the other applications submitted may be revealed as a formal request from the authors of the applications is placed.

# ARTICLES

## 3rd ARTICLE. CONDITIONS OF EXCLUSION

The organization of the Hospitality Education Awards 2019 reserves the right to exclude, without notice, applications that:

- A) Failure to comply with the submission deadline defined in this Regulation;
- B) Whose submitted form is not properly completed;
- C) That it has no incidence in the national territory of Portugal and does not reflect the direct or indirect benefit in the tourist and hotel sector;
- D) That they do not fit the specific category to which it was submitted, after notification of the necessity of change.

## 4th ARTICLE. CONSTITUTION OF THE JURY

The evaluation of the applications will be carried out by a panel of independent national judges of recognized merit and suitability constituted for this purpose.

They will be representatives of the Fórum Turismo Association, Turismo de Portugal, I.P., Network of Public Institutions of Higher Education with Courses in the area of Tourism (RIPTUR); National Association of Professional Schools (ANESPO), Institute of Employment and Vocational Training (IEFP) and the World Tourism Organization (WTO).

Each application will be individually evaluated by each panel member.

The name of external evaluators will not be made public.

# ARTICLES

## 5th ARTICLE. APPLICATIONS: CATEGORIES AND WHO CAN SUBMIT THEM

### 1. Best Educational Project

May be submitted by schools, professors and vocational trainers.

### 2. Best Innovation and Development Project (I&D)

May be submitted by schools, professors, vocational trainers and students.

### 3. Best Career in Teaching in Higher Education

It can be submitted directly by teachers and trainers, and/or by third parties regarding a teacher or trainer (eg. School).

### 4. Best Career in Teaching in Vocational Education

It can be submitted directly by teachers and trainers, and / or by third parties regarding a teacher or trainer (eg. School).

### 5. Best Stakeholder

May be submitted by stakeholders, companies, associations, tourism professionals and government entities.

### 6. Fórum Turismo Award

This award is of direct attribution by the jury, therefor it does not require any submission.

# ARTICLES

## 6th ARTICLE. CRITERIA FOR EVALUATION AND CLASSIFICATION OF SUBMITTED APPLICATIONS

Applications will be ranked using a numerical scale of 1-10 points for each of the evaluation criteria.

Each of the criteria is evaluated using the 10-point scale, with only integers (without decimal classifications).

The evaluation will focus on:

- 1) GENERAL EVALUATION – synthetic, direct and organized; creativity and presentation.
- 2) SPECIFIC EVALUATION – according to the defined criteria for each of the categories.



# DEFINITION OF CATEGORIES

## BEST EDUCATIONAL PROJECT

This award aims to recognize implemented projects that have contributed to the improvement of the educational process, namely:

Projects that stimulate the improvement of the pedagogical conditions with the purpose to the student's valorization and interest;

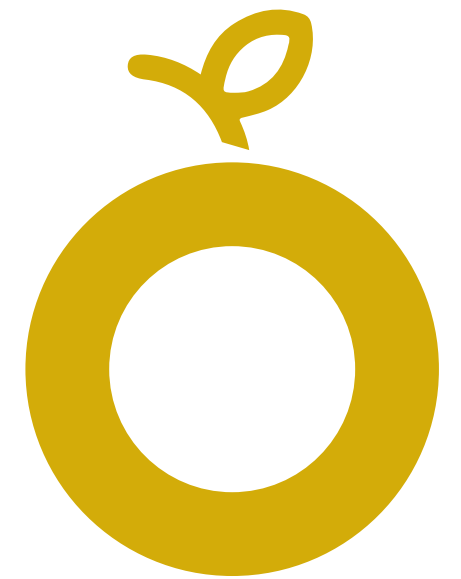
Projects that create proximity and innovation in the relationship between teacher and student;

Projects that update pedagogical practices to the present/future of education and the educational process.

All applications are eligible for the category "Best Educational Project" when submitted by school entities or by teachers and trainers who are directly or indirectly connected to the project in question.

The evaluation will generally focus on:

- 1) The contribution of the project in making it easier to integrate students in the labor market and in today's society through new pedagogical practices.



# DEFINITION OF CATEGORIES

## BEST EDUCATIONAL PROJECT

The specific evaluation criteria:

### SPECIFIC EVALUATION CRITERIA SCORE - Weighting 80%

Value proposition (0-10)

Degree of innovation (0-10)

Responding to an existing problem/need in the educational context (0-10)

Implementation of a new teaching methodology (0-10)

Replication potencial (0-10)

Evidence and results of the application (0-10)

Impact on the school community (0-10)

Potencial impact on society (0-10)

Complementary document for the project presentation.

(In this field a document in pdf format must be submitted - not exceeding 10 pages, which should include other evidence to support the project .: Eg photographs, testimonies, links to videos, data, among others considered relevant.) Weighting 20%

### GENERAL ASSESSMENT CRITERIA (Only to be applied to the complementary project submission document)

Synthetic and direct/organization (0-10)

Creativity and presentation (0-10)



# DEFINITION OF CATEGORIES

## BEST INNOVATION AND DEVELOPMENT PROJECT (I&D)

This award seeks to recognize projects focused on innovation and development with direct application in the tourism and hospitality sector. Projects that make a difference in the quality of a destination, in the social and/or economic paradigm, with the purpose of stimulating a society better prepared for the future.

All applications are eligible for the category "Best Innovation and Development Project (I&D)" when submitted by people who are directly or indirectly involved in the project: such as schools, teachers and/or students.

The evaluation will generally focus on:

- 1) Added value of the project and its potential impact on society taking into account its feasibility.



# DEFINITION OF CATEGORIES

## BEST INNOVATION AND DEVELOPMENT PROJECT (I&D)

The specific evaluation criteria:

### **SPECIFIC EVALUATION CRITERIA SCORE** - Weighting 80%

Value proposition (0-10)

Degree of innovation (0-10)

Responding to an existing problem/need in the educational context (0-10)

Implementation of the product / service idea (0-10)

Growth potential (replication) (0-10)

Economic viability (0-10)

Impact on the surrounding community (0-10)

Sustainability (social, economic and environmental) (0-10)

Complementary document for the project presentation.

(In this field a document in pdf format must be submitted - not exceeding 10 pages, which should include other evidence to support the project .: Eg photographs, testimonies, links to videos, data, among others considered relevant.) Weighting 20%

### **GENERAL ASSESSMENT CRITERIA** (Only to be applied to the complementary project submission document)

Synthetic and direct/organization (0-10)

Creativity and presentation (0-10)



# DEFINITION OF CATEGORIES

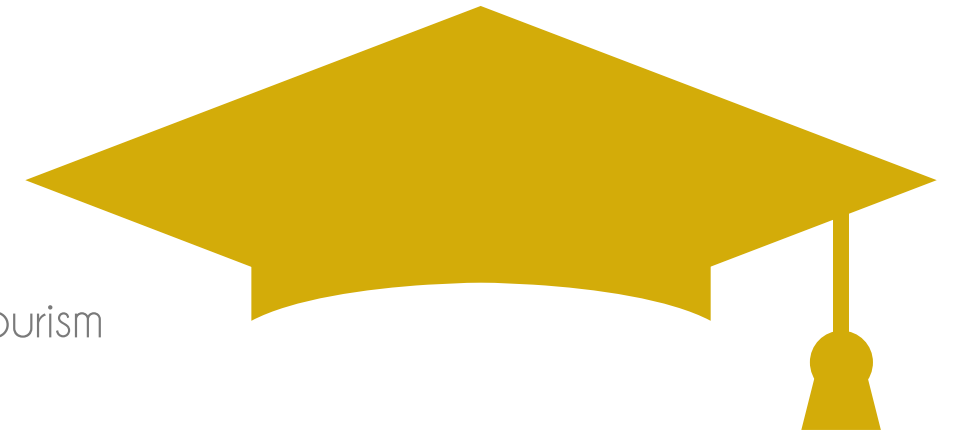
## BEST TEACHING CAREER IN HIGHER EDUCATION

This award aims to recognize the career path of a professor of higher education teaching in tourism and hospitality degrees, rewarding his academic and professional path.

All applications are eligible for the category "Best Career of Teaching in Higher Education" when submitted by the teachers themselves or by the school community they integrate. Only applications for full-time teachers in higher education are accepted.

The evaluation will generally focus on:

1) Academic and scientific course, professional course and social activities and associative involvement.



# DEFINITION OF CATEGORIES

## BEST TEACHING CAREER IN HIGHER EDUCATION

The specific evaluation criteria:

### SPECIFIC EVALUATION CRITERIA SCORE - Weighting 80%

Education (0-10)

Academic awards (0-10)

Professional career

- Research projects in Tourism (0-10)
- Participation in actions or projects in Tourism (0-10)
- Functions developed with contribution to the school community in Tourism (0-10)

Publications (scientific and/or other) in Tourism (0-10)

The organization and participation as speaker in conferences and seminars of major importance or committee member in Tourism (0-10)

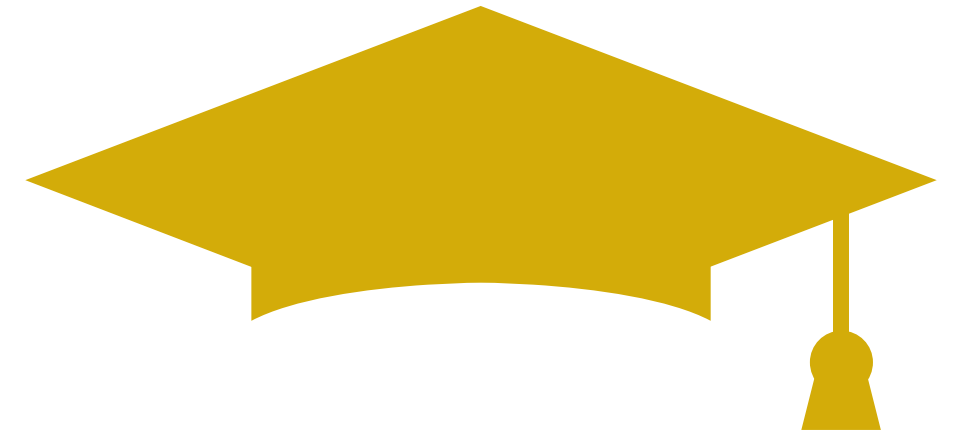
Distinctions/recognitions attributed by entities of high merit (0-10)

Complementary document for the project presentation. (In this field a document in pdf format must be submitted - not exceeding 10 pages, which should include other evidence to support the career.: Eg photographs, testimonies, links to videos, data, among others considered relevant.) Weighting 20%

### GENERAL ASSESSMENT CRITERIA (Only to be applied to the complementary project submission document)

Synthetic and direct/organization (0-10)

Creativity and presentation (0-10)



# DEFINITION OF CATEGORIES

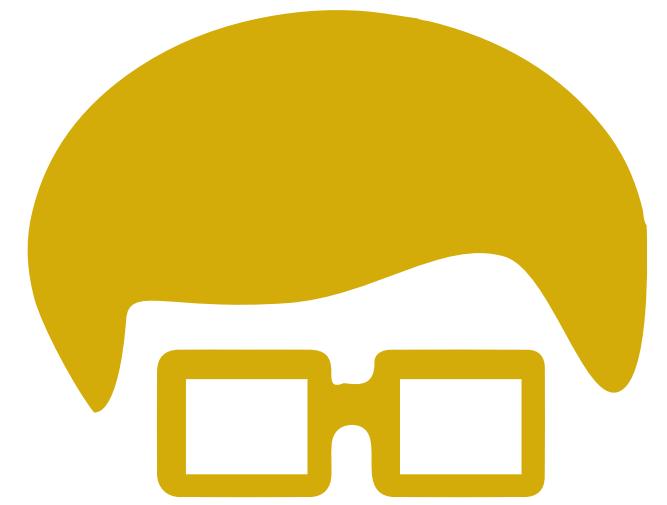
## BEST TEACHING CAREER IN VOCATIONAL EDUCATION

This award aims to recognize the career path of a teacher of vocational education teaching in tourism and hospitality courses. It intends to reward its academic and professional path.

All applications are eligible for the category "Best Career of Teaching in Vocational Education" when submitted by the teachers themselves or by the school community in which the teacher is inserted. Only applications for full-time teachers in vocational education are accepted.

The evaluation will generally focus on:

- 1) Academic and scientific course, professional course and social activities and associative involvement.



# DEFINITION OF CATEGORIES

## BEST TEACHING CAREER IN VOCATIONAL EDUCATION

The specific evaluation criteria:

### SPECIFIC EVALUATION CRITERIA SCORE - Weighting 80%

Education (0-10)

Academic awards (0-10)

Professional career

- Professional projects in Tourism (0-10)
- Participation in school projects in Tourism (0-10)
- Functions developed with contribution to the school community in Tourism (0-10)

Publications (scientific and/or other) in Tourism (0-10)

The organization and participation as speaker in conferences and seminars of major importance or committee member in Tourism (0-10)

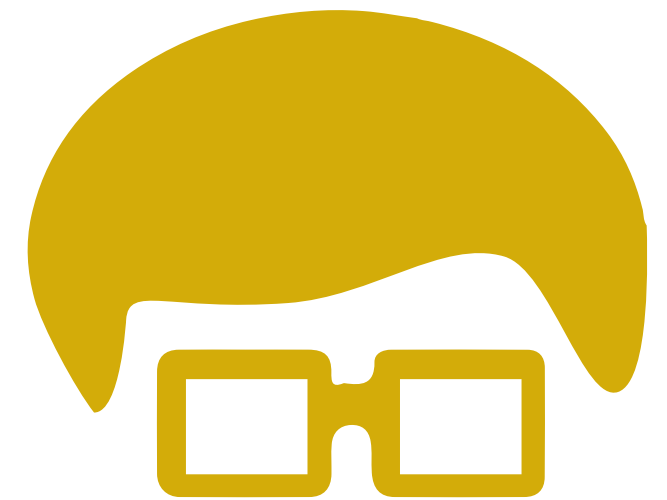
Distinctions / recognitions attributed by entities of high merit (0-10)

Complementary document for the project presentation. (In this field a document in pdf format must be submitted - not exceeding 10 pages, which should include other evidence to support the career.: Eg photographs, testimonies, links to videos, data, among others considered relevant.) Weighting 20%

### GENERAL ASSESSMENT CRITERIA (Only to be applied to the complementary project submission document)

Synthetic and direct/organization (0-10)

Creativity and presentation (0-10)





# DEFINITION OF CATEGORIES

## BEST STAKEHOLDER

This award aims to recognize the stakeholder, from the private or public sector, with better performance in support of tourism training. It intends to recognize who has a broad vision in the involvement between training and professionalism prevailing the evolution and construction of a young professional.

Only applications submitted by the stakeholders themselves are eligible for the category “Best Stakeholder”;

The evaluation will generally focus on:

1) Conditions offered to the human potential (trainee) during the training period in the work context and its subsequent integration into its organizational structures.



# DEFINITION OF CATEGORIES

## BEST STAKEHOLDER

The specific evaluation criteria:

### SPECIFIC EVALUATION CRITERIA SCORE - Weighting 80%

Number of internships (0-10)

Conversion number of internships into effective contracts (0-10)

Diversity of work areas in which the trainee is involved (valorization of talent) (0-10)

Assignment of internship scholarship (0-10)

Work conditions (0-10)

Conciliation with school time / schedule (0-10)

Contribution to pedagogical innovation (0-10)

Participation in school activities (eg job fairs, seminars, etc.) (0-10)

Complementary document for the project presentation.

(In this field a document in pdf format must be submitted - not exceeding 10 pages, which should include other evidence to support the project.: Eg photographs, testimonies, links to videos, data, among others considered relevant.)

Weighting 20%

### GENERAL ASSESSMENT CRITERIA (Only to be applied to the complementary project submission document)

Synthetic and direct/organization (0-10)

Creativity and presentation (0-10)



# DEFINITION OF CATEGORIES

## FÓRUM TURISMO AWARD

This award is given to a teaching professional (not in the active) who has distinguished himself by his extraordinary professional career. For this category there are no submissions, only nominations made by the jury.

Each jury member is invited to identify a candidate for this category.

Then and together, the jury meets and qualitatively evaluates the winner. In the event of a tie, the Fórum Turismo Association shall vote on the winner's identification



# NOTES

Situations not covered by this regulation will be evaluated and resolved by the jury.

# HOSPITALITY EDUCATION AWARDS



THANK YOU!