**Application form Achieving Sustainability for Universities:**

**The Gold Award**

**Introduction**

The Achieving Sustainability assessment is available to universities that have achieved a positive result at re-assessment by meeting all, or almost all, the Baby Friendly standards, and with the agreement of the Designation Committee. The application should be made only after the full leadership team has given due consideration to the standards including whether these are considered to be achievable and sustainable. By completing this form, you will enable us to review the actions you have taken to implement the Achieving Sustainability standards. The information that you give us will help us to guide you as you progress through the assessment process, therefore please provide information which is as full as possible in relation to each section.

**Additional documents we will need**

The information provided in each section of this form needs to be supported by certain documents. These are mentioned in the relevant section and included in a checklist at the end of the form.

If possible, please embed these documents within this submission form, like this. For instructions about how to do this, open the example document below.



When arranging an assessment date, we will also send you a booking form which needs to be completed to enable payment for this assessment, and we will request some further background information via email for your organisation.

**What do I do once I am ready to submit?**

Please contact the Baby Friendly office to arrange an assessment date. You will be asked to complete the checklist in the “Should we go for the Gold Award?” infosheet so that we can establish that you are ready for the assessment.

Once we have confirmed that it would be suitable to proceed, we will consider a suitable date with you. You will need to plan the date carefully as we will need to be able to interview you as the Baby Friendly project lead lecturer and the Department Lead and Baby Friendly Guardian by phone in the afternoon. We will also need to arrange to interview a selection of lecturers if this did not take place as part of the re-assessment.

You will need to send a copy of this form and related documents by post at least **two weeks before the assessment date**. In addition, a copy of the application form and related documents should be emailed to the Baby Friendly office to [bfi@unicef.org.uk](mailto:bfi@unicef.org.uk?subject=Achieving%20Sustainability%20application%20form). It would be helpful to the assessors if you could highlight relevant sections if documents are particularly long or complex.

**Declaration**

The application formshould be signed by the Department Lead, Guardian and Baby Friendly project lead lecturer who will confirm the leadership team’s agreement with the submission and the information provided.

🖳 To help you to complete this form, please refer to the Achieving Sustainability Guidance document available to download from [unicef.uk/babyfriendly-university-sustainability](http://unicef.uk/babyfriendly-university-sustainability)

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| **University name:** |  |
| **Lead**  **Contact name, email & telephone:** |  |
| **Department Lead**  **Contact name, email & telephone:** |  |
| **Date of successful re-assessment:** |  |
| **Achieving Sustainability assessment date:** |  |

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| **Theme 1 – Leadership** |

1.1 There is a named Baby Friendly project lead lecturer/team

*Please tell us about the Baby Friendly project lead lecturer/team:*

🗐 **Please submit a copy of your job description or outline of the role (for all members if a team approach is used). You may also submit a brief CV if you wish.**

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| Summary of roles and responsibilities |  |
| Qualifications/experience |  |
| Education/updating undertaken relevant to role and how this is supported |  |
| Hours worked |  |
| Support provided for the Baby Friendly project lead lecturer (by other lecturers for example) |  |
| Line management arrangements |  |
| **For office use** | |

1.2 The leadership team

*Please tell us about the relevant leadership structures, including roles and responsibilities of the various levels of management related to the Baby Friendly standards (or attach an organogram):*

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| **For office use** |

🗐 **Please attach an organogram to highlight the roles and management responsibilities of the leadership team (or provide a clear and comprehensive description in the above box).**

*Please tell us about any supporting evidence you are submitting, for example, terms of reference, agenda’s/minutes of meetings, descriptions of specific roles. This could include minutes from relevant meetings with the clinical services served by the university.*

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| **Title of document** | **For office use** |
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🗐 **Please attach relevant supporting documentation.**

1.3 The Baby Friendly Guardian

*Please tell us about the Baby Friendly Guardian.*

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| **Name of Baby Friendly Guardian** |  |
| **Job title** |  |
| **Rationale for choice as Baby Friendly Guardian** |  |
| **Contact details, email & telephone** |  |
| **For office use** | |

🗐 **Please attach the profile and statement of the Baby Friendly Guardian.**

1.4 Education for lecturers

*Please tell us about the training programme for each of the lecturers. Please explain rationale, in particularly for those lecturers who have not received the full training.*

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| **Name and role** | **Description of type of training (e.g. face to face, group, e-learning)** | **Developed by Unicef or in-house** | **Carried out by** | **Rationale** |
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| Process for induction and education of new lecturers |  |
| Training records – how these are kept |  |
| Number and percentage of lecturers who have completed the education programme (e.g. 12/12 = 100%) |  |
| **For office use** | |

🗐 **Please submit a copy of the training curriculum/outline of the programme for lecturers.**

1.5 Education for the Senior Leadership team (SLT)

*Please tell us about the training programme for the SLT.*

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| **Name and role** | **Description of type of training (e.g. face to face, group, e-learning)** | **Developed by Unicef or in-house** | **Carried out by** |
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| Process for induction and education of new managers (including the Guardian) |  |
| Training records – how these are kept |  |
| Number and percentage of managers (if relevant) who have completed the education programme (e.g. 5/5 = 100%) |  |
| **For office use** | |

🗐 **Please submit a copy of the training curriculum/outline of the programme for the SLT.**

1.4 Implementing the International Code of Marketing of Breastmilk Substitutes

*Please tell us about how you ensure the Code is implemented fully within the Department and amongst staff and students. Please also tell us about any other work you are doing to bring Code compliance to the attention of other departments in the university.*

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| **For office use** |

🗐 **Please attach any relevant supporting evidence**

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| **Theme 2 - Monitoring** |

*Please tell us about monitoring within your university.*

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| Were additional Baby Friendly audit results required following your recent re-assessment? Have these been submitted? Or if longer than 12 months since the reassessment a full audit is required. | Required: Yes/No  Submitted: Yes/No (if no, please attach) |
| Outline how you intend to carry out ongoing audits. |  |
| List relevant formative and summative assessments including practice based assessments. Please attach examples of assessments with marking criteria with the application. |  |
| List relevant methods of evaluation of the programme. |  |
| Describe how evaluation, including student evaluation feeds into curriculum development. Please provide examples of evaluations and actions taken. You should complete the Challenges and Actions Log below and provide examples of action plans to support this information |  |
| Describe mechanisms in place for ensuring that relevant audit and assessment data are discussed with the SLT. You should provide evidence to support this information |  |
| **For office use** | |

2.1 Challenges and Actions Log

*Please tell us about the challenges you have identified as a result of your audit and evaluation analysis. These challenges may relate to maintaining core Baby Friendly learning outcomes as well as actions required for sustainability and to enable progression. We suggest you use this table (or equivalent) as an ongoing record. It can form the basis for planning at strategy (or equivalent) meetings and will be revisited as part of the ongoing revalidation process. Please see the Guidance document for an example.*

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| **Challenge** | **Identified by** | **Action** | **Review date** | **Baby Friendly standards** |
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🗐 **Please attach Baby Friendly audit results if appropriate.**

🗐 **Please attach example student assessments.**

🗐 **Please attach example action plans.**

🗐 **Please attach examples of student evaluations.**

🗐 **Please attach example reports to the leadership team.**

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| **Theme 3 - Progression** |

*Provide examples of changes/improvements in teaching, learning and/or assessment that have positively impacted, or have the potential to impact, on learning outcomes for students. Please also provide example/s of innovations which have the potential to impact on broader outcomes for staff and students. We will use these examples to confirm that the leadership and monitoring standards are working in practice. This is your opportunity to showcase your successful ideas and innovations, as well as what you have learnt from the process.*

3.1 Developments

*Examples of improvements made to the programme or within the department or university, including the rationale, planning and implementation, monitoring and evaluation. Please list all developments below and complete and attach a brief report for each with the submission. You can use the sample template or submit your own brief report if it covers all of the issues.*

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| **Please list developments related to the learning outcomes** | **Date implemented** |
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| **Please list developments related to outcomes for students and staff** | **Date implemented** |
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| **For office use** | |

🗐 **Please attach a brief report of each improvement – see Improvements report template available at** [unicef.uk/babyfriendly-university-sustainability](http://unicef.uk/babyfriendly-university-sustainability)

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| **Additional information** |

*Use this box to any additional comments that you feel will substantiate your case for the Gold Award.*

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🗐 **Please attach relevant supporting documentation.**

🖉 **Signature page 1 – Achieving Sustainability assessment**

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| **Declaration by Baby Friendly Project Lead Lecturer** |

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| **I confirm that the information in this application form is accurate, to the best of my knowledge** | | | |
| **Signed (Baby Friendly Lead):** |  | **Date:** |  |

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| **Declaration by Baby Friendly Guardian** |

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| **I confirm that the information in this application form is accurate, to the best of my knowledge** | | | |
| **Signed (Baby Friendly Guardian):** |  | **Date:** |  |

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| **Declaration by Department Lead** |

The Head of Department is asked to confirm adherence to the International Code of Marketing of Breastmilk Substitutesand sign the declaration below for this application form.

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| **I confirm that we will fully implement the International Code of Breastmilk Substitutes (and subsequent relevant WHA resolutions). I confirm that the information in this application form is accurate, to the best of my knowledge** | | | |
| **Name:** |  | | |
| **Job title:** |  | | |
| **Signed (Head of Department):** |  | **Date:** |  |

**Submission checklist for**

**Achieving Sustainability**

Finally, prior to submitting this application form for assessment, it is important to make sure that the university is adequately prepared in order to make sure of having the best possible chance of meeting all of the standards and avoid as far as possible the need for follow up.

🗐 **Please agree with your lead assessor about how to submit this form and accompanying documents, and send an electronic copy to** [**bfi@unicef.org.uk**](mailto:bfi@unicef.org.uk?subject=Achieving%20Sustainability%20application%20form)

🗐 **List of documents submitted with this form**

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| --- | --- |
| **Theme** | **Document title** |
| **Leadership**  *E.g. Baby Friendly project lead job description, Guardian statement, agendas and minutes of meetings, leadership team organogram* |  |
| **Monitoring**  *E.g. Audit results, student evaluations, action plans, report to the SLT* |  |
| **Progression**  *E.g. Improvement reports* |  |