

Digital Educator Awards Scotland (DEAS) Applicant Timeline and Checklist



You've secured your place on the Digital Educator Awards. Now it's time to ace it! Use the following checklist to ensure that you're fully prepared to complete your application and wow your peer reviewer and validator!

**For all dates and deadlines, please visit the website:
digitaleducatorawards.com/resources**

Introduction

- Attend a launch webinar or listen to the recording.
- Following the Induction Webinar, confirm the award(s) you plan to apply for at [Post Induction Webinar Feedback Form - Digital Educator Awards Scotland - Fill in form.](#)
- Register for the Digital Educator Awards at portal.digitaleducatorawards.com. If you are already registered on the Digital Schools Awards website, go directly to sign in and use the same credentials (email and password).

Following the introduction

- Agree an appropriate Peer Reviewer (PR) to support you in your application. The Validator will be a member from the Local Authority Digital Team.
- Ask your PR to register at portal.digitaleducatorawards.com. If they are already registered on the Digital Schools Awards website, they should go straight to sign-in and use the same email and password.
- Schedule catch up meetings with your PR. Time and duration to be determined between you, e.g. a 20-minute catch up, once a month.
- Enrol in the Intel® Skills for Innovation programme (optional). Enter registration code **DigitalAwardsSFI**. Visit digitaleducatorawards.com/intelskillsforinnovation for more details.
- Attend Intel® Skills for Innovation webinar or watch the recording (optional).
- Complete Intel® Skills for Innovation training of your choice (optional).
- Attend writing retreats (optional) and work on your application.

Keep progressing

- Complete Intel® Skills for Innovation training of your choice (optional).
- Attend writing retreats (optional) and work on your application.

Submission

- Complete Intel® Skills for Innovation training of your choice (optional).
- Attend writing retreats (optional) and work on your application.
- Submit your application* by the deadline.

*Before submitting, check you have no more than 5 pieces of varied and relevant evidence per criteria. Ensure data protection and confidentiality is maintained. Check you have completed all sections. Add the email address for your Peer Reviewer and Validator. If applying for the DI or DL award, check you have completed the reflective review.

Celebrate

- Create a plan to celebrate and share your success! (blog post, newsletter, local radio, press release to your local newspaper, update your CV, share on social media).