

2018 Victorian Education Excellence Awards Information Pack

Educational excellence deserves to be recognised

The Victorian Education Excellence Awards recognise the inspirational teachers, principals and education support staff that improve schools and support children and young people to develop the skills, courage and curiosity they need to succeed in life.

You can nominate yourself or your colleagues to win professional development grants of up to \$25,000 to support your work in schools. Winners in nine categories go in the running to win a further \$20,000 grant and Victoria's top public education prize – the Lindsay Thompson Excellence in Education Award.

We want to hear from you about the outstanding work in your school. Tell us about how you or a colleague engaged students in learning or worked as a team to lift outcomes. If you're a principal, tell us your school improvement story, and if you work in education support, we want to know how you managed to better connect students to their school and community.

We want to know about education excellence and so does the Victorian community. We want these awards to demonstrate what success in public education looks like and allow the community to really understand what you do every day to make a difference.

Showcasing your achievements is critical to inspiring confidence in the system and driving improvements in schools across the State. The awards will remind the community about what makes Victorian public education great, and the incredibly positive impact it has on young people.

Contents

Key Dates.....	3
Who is eligible?	3
Award categories.....	5
Selection criteria.....	6
2018 VEEA professional learning grants.....	9
How-To Guide – nominate yourself.....	10
How-To Guide – nominate your team	11
How-To Guide – nominate a colleague	11
How-To Guide – nominate a team of colleagues	13
Who can endorse my application?	15
Judging.....	16
Finalist interviews	16
Frequently asked questions	17
For more information	20

Key Dates

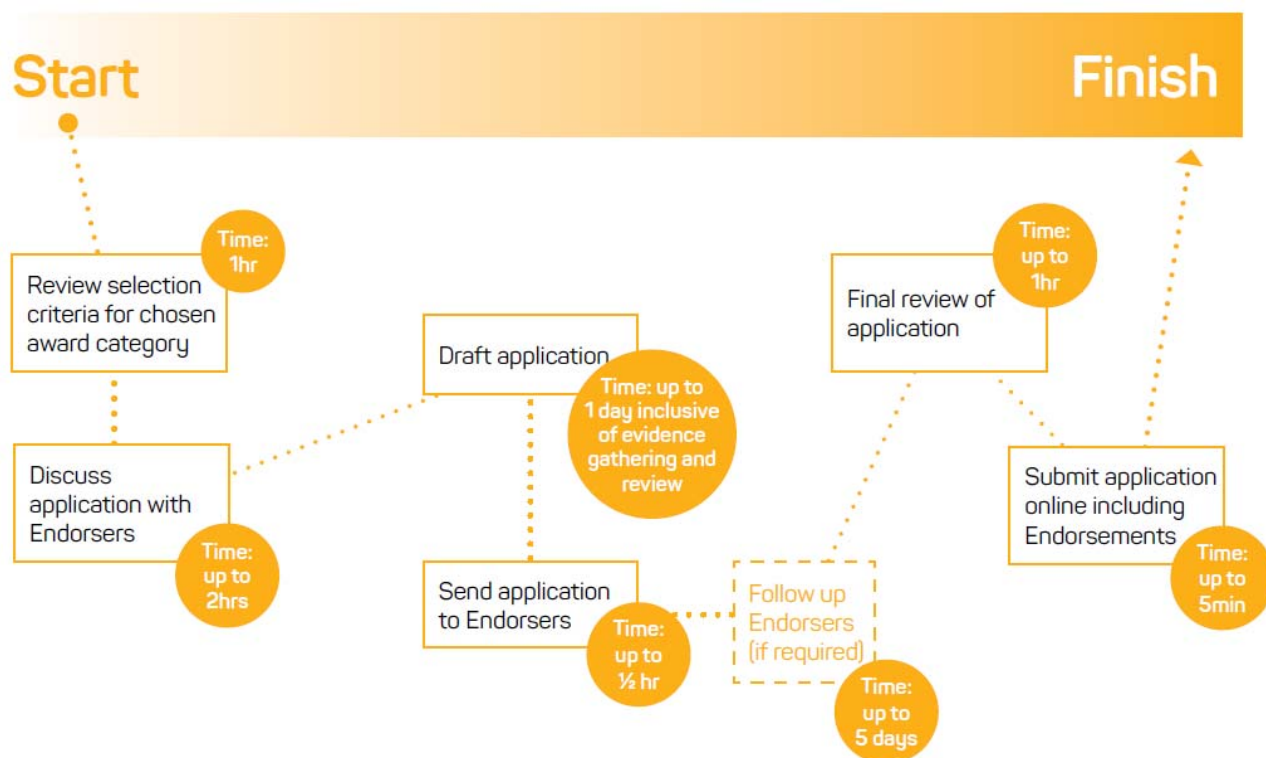
Applications Open–Monday 16 April

Applications Close–Sunday 24 June

Judging Process Commences–Monday 2 July

Shortlisted Finalists Contacted– week commencing Monday 23 July

Award Presentation–Friday 26 October



Who is eligible?

All staff employed by the Victorian government in a Victorian government school are encouraged to apply for the 2018 awards.

Staff in specialist or P-12 schools are eligible to apply for either primary or secondary categories.

Non-government school staff are not eligible to apply.

Early childhood staff are encouraged to [apply for the Early Years Awards](#)

If you or your nominee(s) are a principal class employee (principals, assistant principals and campus principals), you can apply for:

Individual awards

- Outstanding Primary Principal Award
- Outstanding Secondary Principal Award

Team awards

- Outstanding Inclusive Education Award
- Outstanding Koorie Education Award
- Outstanding School Advancement Award

If you or your nominee(s) are a teacher class employee, you can apply for:

Individual awards

- Outstanding Primary Teacher Award
- Outstanding Secondary Teacher Award

Team awards

- Outstanding Inclusive Education Award
- Outstanding Koorie Education Award
- Outstanding School Advancement Award

If you or your nominee(s) are an education support class employee, you can apply for:

Individual award

- Outstanding Business Manager Award

Team Awards

- Outstanding Education Support Team
- Outstanding Inclusive Education Award
- Outstanding Koorie Education Award
- Outstanding School Advancement Award

Who can nominate colleagues for an Award?

The following may nominate principals, teachers, business managers and education support colleagues for the VEEA:

- Principal class employees
- Teachers
- Education support class employees
- School Council members
- Regional Directors, Executive Directors and Education Area Executive Directors
- Senior Education Improvement Leaders

Award categories

Individual awards

Outstanding Primary Teacher

In recognition of effective and innovative teachers who have demonstrated excellence in teaching practice at a Victorian government primary school and have made a significant contribution to improving student achievement, engagement and wellbeing.

Outstanding Secondary Teacher

In recognition of effective and innovative teachers who have demonstrated excellence in teaching practice at a Victorian government secondary school and have made a significant contribution to improving student achievement, engagement and wellbeing.

Outstanding Primary Principal

In recognition of talented principals who have demonstrated leadership excellence in a Victorian government primary school. These principals have made a significant contribution to improving staff and student achievement, engagement and wellbeing; raised the quality of teaching; and improved the overall performance of their school.

Outstanding Secondary Principal

In recognition of talented principals who have demonstrated leadership excellence in a Victorian government secondary school. These principals have made a significant contribution to improving staff and student achievement, engagement and wellbeing; raised the quality of teaching; and improved the overall performance of their school.

Outstanding Business Manager

In recognition of exceptional business managers within the Victorian government education system, who have demonstrated excellence in school finance and business management whilst making a significant contribution to the performance of their school.

Team awards

Outstanding Education Support Team

In recognition of exceptional education support teams within the Victorian government education system that have demonstrated excellence in collaboration and teamwork within a school setting and made a significant contribution to improving student achievement, engagement and wellbeing.

Outstanding Inclusive Education Award

In recognition of exceptional education staff within the Victorian government education system who have demonstrated outstanding system improvements with regard to the achievement, engagement and wellbeing of students with additional needs. This team has demonstrated excellence implementing innovation and change for students with additional needs, creating an impact throughout their school, system and community.

Outstanding School Advancement Award

In recognition of exceptional school-based staff within the Victorian government education system who have demonstrated excellence in improving whole-school outcomes through strategic planning, improvement initiatives, and have made a significant contribution to developing effective partnerships with the broader community to improve overall school performance.

Outstanding Koorie Education Award

In recognition of exceptional Koorie education staff within the Victorian government education system who have demonstrated excellence in cultural understanding and respectful practices;

through promoting Koorie student achievement, engagement and wellbeing, within both the school and the wider community.

Selection criteria

Complete each selection criterion in 400 words or less.

Individual awards

Outstanding Teacher awards (primary and secondary)

- Focus on students - Demonstrates significant improvement in student learning, achievement, engagement and wellbeing outcomes.
- Quality teaching and learning - Demonstrates high quality teaching practice in the school community, through excellent curriculum, pedagogy and assessment practices in response to identified student learning needs.
- Implementing improvement, innovation and change - Demonstrates ability to develop and implement evidence-based improvement plans and policies, to lead and manage innovation and change within the Victorian government education system, to deliver high quality educational outcomes for all students.
- Peer collaboration and school contribution - Demonstrates collaboration with peers to improve teaching and learning, models DET values and encourages others to do so, and contributes to the school outside of the classroom to enrich students' learning experience.
- Engaging with the community and the system - Demonstrates development and maintenance of positive and purposeful relationships with students, teachers, parents and the local community, while positively building the reputation of the Victorian government education system.

Outstanding Principal awards (primary and secondary)

- Vision and values - Successfully leads the development of the vision of the school, sets and models high standards and behaviours consistent with the DET values, fosters respect for the Victorian government school community in a broader context.
- Leading improvement, innovation and change - Demonstrates ability to develop and implement clear, evidence-based improvement plans and policies, and to lead and manage innovation and change within the Victorian government education system to deliver high quality educational outcomes for all students.
- Leading the management of the school - Demonstrates ability to use and draw on a wide range of robust data and technologies to ensure efficient resource management. Demonstrates effective and efficient resource management through the use of policies, processes and procedures to ensure accountability.
- Leading teaching and learning - Demonstrates the creation of a positive culture of support and collaboration that enables effective teaching and learning to improve student outcomes.
- Engaging with the community and the system - Demonstrates development and maintenance of positive and purposeful relationships with students, teachers, parents and the local community, while positively building the reputation of the Victorian government education system.

Outstanding Business Manager Award

- Focus on school outcomes - Demonstrates exemplary business management practice that has led to the improvement of systems, processes and procedures that improve financial and resource management throughout the school.
- Leadership - Demonstrates effective leadership of staff to ensure efficient and effective use of school resources through transparency, integrity and accountability in alignment with the school strategic plan.
- Developing self and others - Demonstrates outstanding practices to work with and through others, to lead team members, model DET values and develop the capacity of others to continually build positive and purposeful Victorian government school relationships.

Team awards

Outstanding Education Support Team Award

- Focus on students - Demonstrates effective direct and/or indirect improvements to student achievement, engagement and wellbeing, as evidenced through the provision of education support services.
- Quality practice - Demonstrates excellent practices in the team's respective areas of work.
- Leading improvement, innovation and change - Demonstrates exemplary/ innovative practices and successful implementation of change in response to student needs and/or school priorities within the context of their school environment. Demonstrates diligent management of a project(s) that led to significant improvement in the delivery of education support services.
- Developing self and others - Demonstrates an outstanding work ethic, including development and support of colleagues across the school and modelling DET values and encouraging others to do the same.
- Engaging with the community and the system - Demonstrates outstanding engagement and communication with colleagues, parents/carers, and the broader community in a manner that enhances the profile of the school within the Victorian government system.

Outstanding Inclusive Education Award

- Focus on students - Demonstrates positive impact on the achievement, engagement and wellbeing of students with additional needs.
- System improvement - Delivers outstanding system improvements to increase the understanding of all students around disabilities and additional needs.
- Quality teaching and learning - Demonstrates excellent curriculum, pedagogy, assessment and reporting practices in response to identified student needs.
- Community and system engagement - Demonstrates working in partnership with schools/networks/regions and the community to develop an understanding of students with additional needs.
- Implementing improvement, innovation and change - Demonstrates leadership and implementation of initiatives/programs that support students with additional needs and are developed and delivered in line with best practice principles. Demonstrates development

and maintenance of positive and purposeful relationships, working in partnership with schools/networks/regions and the community to improve collaborative practices, while positively building the reputation of the Victorian government education system.

Outstanding Koorie Education Award

- Focus on students - Demonstrates positive impact on Koorie student achievement, engagement and wellbeing.
- Improvement - Demonstrates improvement in educational pathways and employment outcomes (where relevant) for Koorie students.
- Quality teaching and learning- Demonstrates excellent curriculum, pedagogy, assessment and reporting practices in response to identified Koorie student learning needs.
- Engaging with the community and the system - Demonstrates working in partnership with the Koorie community to develop an understanding of Koorie culture, while positively building the reputation of the Victorian government education system within the broader community.
- Respectful environment - Demonstrates creation of an environment that respects, recognises and celebrates cultural identity through practice and curriculum.
- Implementing improvement, innovation and change - Demonstrates leadership and implementation of initiatives/programs that meet student needs and are developed/delivered in partnership with the Koorie community.

Outstanding School Advancement Award

- Focus on outcomes - Leads the vision and mission of the school, focusing on the improvement of student learning, wellbeing and engagement.
- Quality practice - Demonstrates effective whole-school professional learning, building collaborative practices that led to improvement in school and student outcomes.
- Excellence - Demonstrates excellence in curriculum development and professional practice raising the achievement of students.
- Evidence-based improvement - Demonstrates effective use of data and analysis to drive the improvement of school performance.
- Community and system engagement - Demonstrates development and maintenance of positive and purposeful school relationships with students, teachers, parents and the local community, while positively building the reputation of the Victorian government education system.

The Lindsay Thompson Award for Excellence in Education

- The category winner, whose contribution is judged to be the most outstanding contribution to Victorian school education in the relevant year, will have demonstrated exemplary practice while contributing to positive school culture.

2018 VEEA professional learning grants

Table 1: Approved professional learning

Descriptions	links
All graduate programs offered by Victorian Higher Education Providers and accredited by the Victorian Institute of Teaching (VIT) are approved.	A list of these programs can be accessed by selecting 'postgraduate' in the initial teacher education search function on the VIT accredited programs page
All VIT endorsed programs for qualified teachers are approved.	A list of these programs can be accessed using the 'endorsed programs for qualified teachers' search function on the VIT accredited programs page
All short courses that are directly related to an award winner's professional learning goals (as outlined in their Performance and Development Plan) offered by graduate education schools/departments of Victorian Higher Education Providers are approved. Note: Education support class employees may consider courses offered by other faculties of Victorian Higher Education Providers, and should consult the Department regarding options.	Australian Catholic University Deakin University Eastern College Australia Holmesglen TAFE La Trobe University (single subject study) Melbourne Polytechnic (short course guide) Monash University RMIT University Swinburne University of Technology The University of Melbourne Victoria University
All courses offered by the Bastow Institute of Educational Leadership are approved.	More information can be accessed on the Bastow courses page

How-To Guide – nominate yourself

Applications for an individual award can be completed online in seven easy steps.

1. Visit veea.awardsplatform.com (first time users will need to register their details).
2. Click on 'Start an application' to begin. Under 'category', select 'I'm entering' and then select the relevant category. Enter your name in the 'Name of nominee or team' field. Click on 'Save + next'.
3. In the 'About the nominee(s)' tab, enter your details. Complete each selection criterion in 400 words or less to demonstrate your professional excellence and impact. Click on 'Save + next'.
4. In the 'Endorser details and statement' tab, download the Endorser's form. You may like to save and close your application at this stage, while you organise the completion of the Endorser's form. In addition, provide a 200 word summary that captures the key points of your nomination. Your summary may be used as a 'finalist profile' if you are shortlisted as a finalist.
5. Provide the form to your endorsers (at least two endorsers are required), and ask them complete and return the signed form to you before Sunday 24 June, when the application process closes.
6. Log back into the system, and upload the completed form in the space provided in the 'Endorser details and statement' tab. Remember to ensure the form is signed by your endorsers. The easiest way to upload the Endorser's form is to scan and save the form in a file on your computer, and then upload it from there.
7. Double-check that you have met all the online requirements and submit your application.

How-To Guide – nominate your team

Applying on behalf of your team for a team award, can be completed online in nine easy steps.

1. Visit veea.awardsplatform.com (first time users will need to register their details).
2. Click on 'Start an application' to begin. Under 'category', select 'I'm entering' and then select the relevant team award category. Enter your name and the names of your team members in the 'Name of nominee or team' field.
3. In the 'About the nominee(s)' tab, enter your details. You only need to enter your email address in this tab, your team member's email addresses and details are entered in the 'Team members' tab.
4. Complete each selection criterion in 400 words or less to demonstrate your team's professional excellence and impact. Click on 'Save + next'.
5. In the 'Team members' tab enter the required details for you and your team members. You will need to indicate that you have the support of your team members to include them in the nomination. Click on 'Save + next'.
6. In the 'Endorser details and statement' tab, download the Endorser's form. You may like to save and close your application at this stage, while you organise the completion of the Endorser's form. In addition, provide a 200 word summary that captures the key points of your nomination. Your summary may be used as a 'finalist profile' if you are shortlisted as a finalist.
7. Provide the form to your endorsers (at least two endorsers are required), and ask them complete and return the signed form to you well before Sunday 24 June, when the application process closes.
8. Log back into the system, and upload the completed form in the space provided in the 'Endorser details and statement' tab. Remember to ensure the form is signed by your endorsers. The easiest way to upload the Endorser's form is to scan and save the form in a file on your computer, and then upload it from there.
9. Double-check that you have met all the online requirements and submit your application.

Notes

- Bullet points are counted towards the total word count.
- All applications require at least two endorsements. See 'Who can endorse my application' table on page 15.
- You can save a draft of your application in the online system and come back to it later. You can keep doing this until you 'submit' your application. Don't forget that applications close 11:59pm, 24 June 2018.
- **Incomplete applications will be disqualified.**
- Please note, once you submit your application, you will not be able to make any further changes to your application.
- Finalists will be required to make themselves available at the Sheraton Hotel in Melbourne for a half-day of photography, videography and a panel interview. Should you reside in a regional area and are unable to attend in person, a videoconference will be arranged.
- The number of team members to present to the judging panel is limited to five.

For more information please read the [terms and conditions](#)

How-To Guide – nominate a colleague

Nominating a colleague for an individual award can be completed online in seven easy steps.

1. Visit veea.awardsplatform.com (first time users will need to register their details).
2. Click on 'Start an application' to begin. Under 'category', select 'I'd like to nominate someone for' and then select the relevant category. Enter your colleagues name in the 'Name of nominee or team' field. Click on 'Save + next'.
3. In the 'About the nominee(s)' tab, complete each selection criterion in 400 words or less detailing how your colleague has demonstrated professional excellence and impact. This includes providing a short statement about why you are nominating your colleague. Click on 'Save + next'
4. In the 'Endorser details and statement' tab, download the Endorser's form. You may like to save and close your application at this stage, while you organise the completion of the Endorser's form. In addition, provide a 200 word summary that captures the key points of your nomination. Your summary may be used as a 'finalist profile' if you are shortlisted as a finalist.
5. Provide the form to the endorsers (at least two endorsers are required), and request the completed form be returned to you well before Sunday 24 June, when the application process closes.
6. Log back into the system, and upload the completed form in the space provided in the 'Endorser details and statement' tab. Remember to ensure the form is signed by the endorsers. The easiest way to upload the Endorser's form is to scan and save the form in a file on your computer, and then upload it from there.
7. Double-check that you have met all the online requirements and submit the application.

How-To Guide – nominate a team of colleagues

Nominating a team of colleagues for a team award can be completed online in 10 easy steps.

1. Visit veea.awardsplatform.com (first time users will need to register their details).
2. Click on 'Start an application' to begin. Under 'category', select 'I'd like to nominate someone for' and then select the relevant team award category. Enter your colleague's names in the 'Name of nominee or team' field.
3. In the 'About the nominee(s)' tab, enter your email address. Also enter the school name of the team you are nominating and the region (you do not have to enter anything in the 'position field').
4. In the 'Team members' tab you will need to enter each team member's email and details. You will need to indicate that you have the support of your team members to include them in the nomination.
5. Complete each selection criterion in 400 words or less to demonstrate the team's professional excellence and impact. This includes providing a short statement about why you are nominating the team. Click on 'Save + next'.
6. In the 'Team members' tab enter the required details for each of the team members you are nominating. Click on 'Save + next'.
7. In the 'Endorser details and statement' tab, download the Endorser's form. You may like to save and close the application at this stage, while you organise the completion of the Endorser's form. In addition, provide a 200 word summary that captures the key points of your nomination. Your summary may be used as a 'finalist profile' if you are shortlisted as a finalist.
8. Provide the form to the endorsers (at least two endorsers are required), and request the completed form be returned to you well before Sunday 24 June, when the application process closes.
9. Log back into the system, and upload the completed form in the space provided in the 'Endorser details and statement' tab. Remember to ensure the form is signed by the endorsers. The easiest way to upload the Endorser's form is to scan and save the form in a file on your computer, and then upload it from there.
10. Double-check that you have met all the online requirements and submit your application.

Notes

- Bullet points are counted towards the total word count.
- After being nominated by a colleague for an individual award, the candidate will receive an email requesting they review and accept the nomination. If this step is not completed, the nomination will become void.
- Where the award is for a team, each member of the team must accept the nomination and its requirements, in order for the nomination to be valid. If you are nominating a team of colleagues, ensure you confirm they accept the nomination prior to submitting your application. Ensure you check the box for each team member in the 'Team members' tab that confirm your nominees agree to be nominated.

- All applications require at least two endorsements. See “Who can endorse my application” table on page 15.
- You can save a draft of your application in the online system and come back to it later. You can keep doing this until you ‘submit’ your application. Don’t forget that applications close 11:59pm, 24 June 2018.
- Incomplete applications will be disqualified.
- Please note, once you submit your application, you will not be able to make any further changes to your application.
- Finalists will be required to make themselves available at the Sheraton Hotel in Melbourne for a half-day of photography, videography and a panel interview. Should you reside in a regional area and are unable to attend in person; a videoconference will be arranged.
- The number of team members to present to the judging panel is limited to five.
- For more information, please read the [terms and conditions](#)

Who can endorse my application?

All applicants must provide two endorsements in support of their application; one from their principal or regional director, and a second to be chosen from a list of approved endorsers.

The table below lists the award categories, the individuals who can provide the required endorsements for that award and those that can provide the additional endorsement.

Additional, non-compulsory endorsements may also be provided.

Award Category	Required Endorsement		Additional Endorsements			
	Regional Director	Principal	Senior Education Improvement Leader, Education Area Executive Director, Executive Director	School Council Member	Community Business Partner	Fellow colleague
Outstanding Primary Principal	Yes		Yes	Yes	Yes	
Outstanding Secondary Principal	Yes		Yes	Yes	Yes	
Outstanding Primary Teacher		Yes		Yes		Yes
Outstanding Secondary Teacher		Yes		Yes		Yes
Outstanding Business Manager		Yes		Yes		Yes
Outstanding Education Support Team		Yes		Yes		Yes
Outstanding Inclusive Education	Yes		Yes	Yes	Yes	
Outstanding Koorie Education	Yes		Yes	Yes	Yes	
Outstanding School Advancement	Yes		Yes	Yes	Yes	

Judging

There will be four judging panels independently judging nine award categories.

All judges will use the matrix below when scoring each criterion.

Score	1	2	3	4	5
Score weighting to be used for each selection criteria.	Unsatisfactory – did not meet any of the selection criterion and lacked evidence to support nomination.	Satisfactory – met some of the selection criterion and some evidence to support nomination.	Good – met most of the selection criterion and provided evidence to support nomination to a good standard.	Very good – able to meet all selection criterion and provide evidence at a very good standard.	Exceeds expectations – went above and beyond to provide strong evidence for each selection criterion to a very high standard.

Once the top three finalists have been ranked for each award category, the shortlisted finalists will be asked to attend a face-to-face meeting with their selected judging panel. Interviews with regional finalists may take place via videoconference.

If you are a finalist in a team award, the number of team members to present to the judging panel is limited to five.

These judging panels will then confirm the winners of the nine open categories.

A separate judging panel will then select the winner of the Lindsay Thompson Award for Excellence in Education.

Finalist interviews

Finalists will be required to attend a face-to-face interview with a judging panel. In the event of a regional finalist who is unable to attend in person, alternative arrangements can be made in consultation with the Department.

Interviews will take place between Monday 6 and Thursday 9 August 2018 at the Sheraton Hotel, 27 Little Collins St, Melbourne 3000

Please allow up to three hours for this stage of the interview process. Finalists will be asked to prepare a short 5 minute presentation about their application for the interview. Finalists will then be asked to respond to a selection of questions they received in advance of the interview.

Frequently asked questions

1. What are the Victorian Education Excellence Awards?

The Victorian Education Excellence Awards (VEEA) showcase the outstanding contributions made by teachers, principals, business managers and education support staff in Victorian government schools.

The VEEA has nine open categories and one closed category. These are:

Open categories – individual

- Outstanding Primary School Teacher
- Outstanding Secondary School Teacher
- Outstanding Primary Principal
- Outstanding Secondary Principal
- Outstanding Business Manager

Open categories – team

- Outstanding Education Support Team
- Outstanding School Advancement
- Outstanding Koorie Education
- Outstanding Inclusive Education

Closed category

- Lindsay Thompson Award for Excellence in Education

2. What is the difference between an ‘open’ and ‘closed’ award category?

All school-based staff employed by the Department of Education and Training are able to self-nominate, or nominate a colleague for an award under the nine open award categories.

The Lindsay Thompson Award for Excellence in Education is a closed category, meaning that it is not open to nominations. The Lindsay Thompson Award for Excellence in Education will be awarded to one of the nine open category winners, by the 2018 VEEA Judging Panel.

3. How do I nominate for a VEEA award?

All eligible school-based staff are invited to nominate for the 2018 VEEA via the dedicated [VEEA online platform](#). This is the sole medium through which nominations can be lodged.

The VEEA online platform is optimised for desktops, tablets (iPad and Android), and smartphones.

Nominations for the 2018 VEEA open on Monday 16 April 2018 and close on Sunday 24 June 2018.

4. Can I nominate a colleague for an Award?

Yes. In order to nominate a colleague for an individual Award, you are required to complete the online nomination on their behalf. This includes responding to each of the selection criteria and organising endorsements for the nomination.

Once you have submitted the nomination, an email will be sent to your nominee inviting them to review and accept the nomination. If your nominee does not complete this step, the nomination becomes void.

When nominating colleagues for a team award, you are required to enter all the required information in the 'Team members' tab, for each team member within the online system. You are also required to confirm that each person you are nominating for a team award agrees to be nominated.

A step-by-step process for nominating colleagues for individual and team awards is provided in the VEEA Information Pack.

Prior to commencing the nomination, it is suggested that you review the selection criteria for your chosen award category to ensure that your colleague(s) meets the eligibility requirements.

The VEEA Information pack provides a how-to guide for nominating colleagues, see: education.vic.gov.au/veea

5. Who can nominate colleagues for an Award?

The following may nominate principals, teachers, business managers and education support colleagues for the VEEA:

- Principal class employees
- Teachers
- Education support class employees
- School Council members
- Regional Directors, Executive Directors and Education Area Executive Directors
- Senior Education Improvement Leaders

To nominate an individual or team for the 2018 VEEA, please visit education.vic.gov.au/veea

6. Can I nominate myself or my team for more than one particular award?

Yes, provided that you meet all selection criteria for each award category.

All team nominators should make sure that each person in the team meets the eligibility criteria for the award.

7. Which award can I nominate for?

Principal Class (Principals, Assistant Principals and Campus Principals)	Teacher Class
Individual Awards <ul style="list-style-type: none"> • Outstanding Primary Principal Award • Outstanding Secondary Principal Award Team Awards <ul style="list-style-type: none"> • Outstanding Inclusive Education Award • Outstanding School Advancement Award • Outstanding Koorie Education Award 	Individual Awards <ul style="list-style-type: none"> • Outstanding Primary Teacher Award • Outstanding Secondary Teacher Award Team Awards <ul style="list-style-type: none"> • Outstanding Inclusive Education Award • Outstanding School Advancement Award • Outstanding Koorie Education Award
Education Support Class	Business Manager
Team Awards <ul style="list-style-type: none"> • Outstanding Education Support Team Award • Outstanding Inclusive Education Award • Outstanding School Advancement Award • Outstanding Koorie Education Award 	Individual Award <ul style="list-style-type: none"> • Outstanding Business Manager Award Team Awards <ul style="list-style-type: none"> • Outstanding Inclusive Education Award • Outstanding School Advancement Award • Outstanding Koorie Education Award

8. I am a principal/teacher in a P-9/P-12 college. Do I nominate for the primary or secondary principal/teacher categories?

Principals/teachers employed at a P-9/P-12 are eligible for nomination in either the primary or secondary award categories. This decision is left to the discretion of nominators and nominees.

9. I am an Assistant/Campus Principal. Can I nominate for the Outstanding Primary/Secondary Principal Awards?

Yes. All Victorian government principal class employees who meet the category selection criteria are eligible to nominate or be nominated for the Outstanding Primary/Secondary Principal Awards.

10. My team and I would like to nominate for the Outstanding Koorie Education Award, however we do not identify as Aboriginal and/or Torres Strait Islander descent. Are we still eligible to nominate for the award?

Yes. The Outstanding Koorie Education Award is open to all teams that meet the award criteria.

11. Can previous VEEA winners nominate or be nominated for a 2018 VEEA?

Previous VEEA winners are ineligible to nominate for the VEEA (in any category) for at least two years after winning. As such, winners from the 2016 and 2017 VEEA are ineligible to nominate or be nominated for the 2018 VEEA.

To check eligibility for the 2018 VEEA, please refer to the 2018 VEEA Terms and Conditions education.vic.gov.au/veea

12. What do judges look for in a nomination?

The written nomination is the main factor in selecting which nominees progress to the next stage of the judging process.

Here are some tips for writing a successful nomination:

- The nomination must address each selection criteria for the award category you are nominating for. Nominators and nominees must read and address the criteria and take into account the considerations outlined. Judging panels consider all criteria equally when selecting the finalists and winners.
- It should be clear from the nomination, what makes the nominee stand out against other nominees. It may be helpful to think of the nomination as an application for that highly-prized position or business contract.
- Nominees and nominators should be quite specific about the nominee's strengths and use concrete examples. General statements such as 'I am a good team member', 'I have an understanding of industry trends' or 'training is fundamental to the success of our business' must be supported with clear evidence and practical examples.
- Dot points can be used but they will be counted towards your overall word count.
- Each answer must be within the 400 word limit.

13. Can I nominate for the Lindsay Thompson Award for Excellence in Education?

No. The Lindsay Thompson Award for Excellence in Education is a closed category. The winner of each open category will be considered for the Lindsay Thompson Award for Excellence in Education, which is decided by the 2018 VEEA Judging Panel.

14. Why is there no Early Childhood Teacher of the Year category in the 2018 VEEA?

Following extensive consultation in 2015, stakeholder feedback favored reallocating the Early Childhood Teacher of the Year Award to the Early Years Awards Program. For more information on the Early Years Awards Program, please see: education.vic.gov.au/earlyyears

15. If I win and receive a professional learning grant, is there a time limit on how long I have to use the money?

Yes. Award recipients who do not spend their professional learning grant amount prior to 31 December 2019, will forfeit their grant.

Award recipients who only spend part of their grant amount prior to 31 December 2019 forfeit the remainder of their professional learning grant.

Prior to receiving their grant, all VEEA winners will be required to sign a Memorandum of Understanding with the Department of Education and Training, and use their grant in accordance with an additional set of Terms and Conditions.

16. Can I submit a late nomination?

No. The VEEA online platform will close for nominations at 11:59pm on Sunday 24 June 2018. No late nominations will be accepted via any other means.

If you have further queries about the 2018 VEEA, please contact the VEEA team via email: excellence.awards@edumail.vic.gov.au

For more information

[VEEA website](http://www.vic.gov.au/veea)

Email: excellence.awards@edumail.vic.gov.au