# 2018 NOMINATION GUIDELINES

## The Victorian Early Years Awards

The Victorian Government recognises the importance of giving our children and young people the best start in life. The Education State Early Childhood Reform Plan outlines the Victorian Government’s vision for a higher quality, more equitable and inclusive early childhood system. Access to high-quality early childhood education and care sets children on a path of lifelong wellbeing and learning.

The Victorian Early Years Awards are an opportunity to recognise services and professionals that are vital in reaching this goal. The Awards celebrate leadership, outstanding achievement, exceptional dedication and innovation in improving outcomes for children aged birth to eight years and their families.

The Awards are open to organisations, services and early childhood teachers that are delivering projects, programs and initiatives that are improving outcomes for young children and their families. Eligible organisations may include early childhood education and care services, Early Years Management organisations, schools, local government services (e.g. family services, maternal and child health services), playgroups, early childhood intervention services, Best Start partnerships, parenting services, Aboriginal health organisations or cooperatives, community service organisations and community health organisations[[1]](#footnote-1).

This year there are six award categories, including a new category in memory of the late Emeritus Professor Collette Tayler. The categories focus on improving engagement in learning, supporting parents, building collaborative community partnerships, improving health and wellbeing, exemplary practice in early childhood education, leadership and significant service improvement.

## The nomination guidelines

These guidelines outline the categories, criteria, nomination and judging processes of the 2018 Victorian Early Years Awards. The information within these guidelines should inform your nomination. Please read these prior to commencing your online nomination.

## Key stages and dates of the 2018 Victorian Early Years Awards

| **The nomination period****(March to May)** | Nominations open at **9am** on **26 March 2018**.  |
| --- | --- |
| Nominations must be submitted online before nominations close at **midnight** on **11 May 2018**. |
| **The assessment process****(May to August)** | The judging panel assesses nominations against the selection criteria. |
| **Announcement of finalists and winners****(September to October)** | Applicants are advised if they are a finalist by email. |
| Winners are announced at the awards ceremony which is held in October during Children's Week. Winners are awarded prize money of $10,000-$15,000. |
| **Payment of prizes****(November to December)** | Prize money is distributed, in line with the requirements detailed in these guidelines. |

# Award categories

There are six award categories in the 2018 Victorian Early Years Awards. Only one category may be selected in your nomination.

1. **Improving access and participation in early learning**

Nominations in this category will demonstrate how a chosen initiative promotes access and ongoing participation and engagement in early learning, particularly for vulnerable and disadvantaged families.

Initiatives may involve:

* supporting families to engage with early learning services
* improving access to high quality early learning services for children
* promoting early engagement in learning for children
* supporting early intervention approaches that support better learning outcomes for children
* supporting transitions to kindergarten and school for children
* evidence-based practice change to ensure services are responsive to a diverse range of families (for example, Aboriginal families, culturally and linguistically diverse families, children with developmental delay or disability).

**Who can apply?** One or more organisations or services that deliver an initiative that improves the learning and development outcomes for young children (birth-eight years).

1. **Supporting parents to build their capacity and confidence**

Nominations in this category will demonstrate how a chosen initiative supports parents and carers to feel confident and capable in their parenting role and to recognise their role as the first and most important teachers in supporting their child’s learning and development.

Initiatives may involve:

* strengthening the role of parents and carers, especially during periods of vulnerability
* strengthening the quality of relationships between parents and their children
* enhancing the home learning environment
* evidence-based parenting programs, including those that address gender inequity and family violence.

**Who can apply?** One or moreorganisations or services that deliver an initiative that targets parents/carers to improve outcomes for young children (birth-eight years).

1. **Creating collaborative community partnerships**

Nominations in this category are to be submitted by partnerships and will demonstrate how the partnership uses and promotes collaborative practice to support and demonstrate positive outcomes for children and families.

Initiatives may involve:

* improving the integration and connections between early years and family services (for example, Child FIRST/family services, Child Protection and parenting services)
* supporting the collaboration between universal, secondary and tertiary services to ensure children have access to the services they need, particularly those experiencing vulnerability
* providing collaborative wrap-around services for children and families, particularly those experiencing vulnerability
* using local planning processes and information sharing to foster collaboration
* using research to develop partnerships that demonstrate outcomes for children.

**Who can apply?** Nominations in this category must be submitted by a collaborative partnership. This will be two or more separate services or organisations that work together to deliver the initiative improving outcomes for young children (birth-eight years).

1. **Promoting children’s health and wellbeing**

Nominations in this category will demonstrate how a chosen initiative promotes children’s health and wellbeing.

Initiatives may involve:

* increasing access and engagement in health and wellbeing opportunities, particularly for those experiencing vulnerability and disadvantage
* aligning with current public health policy and practice (for example, *Victorian Public Health and Wellbeing Plan 2015-2019*)
* creating environments that support health and wellbeing (physical, social, emotional)
* demonstrating innovative practice that is flexible and responsive to the needs of children and families in their local communities
* using child consultation and children’s voices to inform the development of health initiatives
* building partnerships with families, health and wellbeing services, and other relevant community services.

**Who can apply?** One or more organisations or services that deliver an initiative that improves health and wellbeing outcomes for young children (birth-eight years).

1. **Early childhood teacher of the year**

Nominations in this category will demonstrate how an early childhood teacher has demonstrated evidence based innovation and exemplary practice in early childhood education and care, and made a significant contribution to the development and delivery of high quality early childhood education programs and/or achieved significant improvements in children’s learning and development outcomes.

**Who can apply?** Early childhood teachers who are provisionally or fully registered with the Victorian Institute of Teaching and currently employed in a Victorian licensed children’s or approved education and care service that receives state government funding to provide a kindergarten program. Funded kindergarten programs can be delivered in stand-alone kindergartens, long day care centres and schools.

The nominated early childhood teacher must complete the body of their nomination written in first person and another person must complete the nominating statement. Incomplete nominations and nominations written by others will be determined ineligible.

**Category 6. The Emeritus Professor Collette Tayler Excellence in Educational Leadership Award**

Nominations in this category will demonstrate how an early childhood service or Early Years Management (EYM) organisation has led their educators and teachers to significantly improve the quality of their learning and teaching practices over the last 18 months. In particular, the early childhood service or EYM organisation will demonstrate how they have supported their educators and teachers to use intentional teaching practices to achieve improved outcomes for Victorian children and their families.

**Who can apply?** Nominations in this category must be submitted on behalf of:

* a Victorian licensed children’s or approved education and care service that receives state government funding to provide a kindergarten program. Funded kindergarten programs can be delivered in stand-alone kindergartens, long day care centres and schools.
* an EYM organisation recognised by the Department of Education and Training.

For early childhood services, the nomination must be completed by a representative of the nominating service.

For EYM organisations, the nomination must be completed by a senior management representative.

Incomplete nominations and nominations written by someone external to the service or EYM organisation will be determined ineligible.

**The Minister’s Award**

In addition to these five categories, the Minister for Early Childhood Education may decide to present a special Minister’s Award to an application that demonstrates exemplary practice and exceptional achievement in improving outcomes for young children. This award may be selected from any of the above categories. Applicants do not need to specifically nominate for this category.

# Completing your nomination for categories 1, 2, 3 & 4

This section applies to categories 1, 2, 3 and 4 only.

If you are nominating in category 5, please refer to section 3 of these guidelines.

If you are nominating in category 6, please refer to section 4 of these guidelines.

The Victorian Early Years Awards have an online nomination process and all nominations must be submitted via the online platform. After reading these guidelines and deciding that they are eligible, applicants should visit [earlyyears.awardsplatform.com](http://earlyyears.awardsplatform.com) to set up an account. This simply requires the applicant’s name, email address and chosen password.

Nominations in categories 1, 2, 3 and 4 must be completed by a representative of an organisation involved in the early childhood initiative being nominated. Nominations completed by someone external to the organisation and incomplete nominations will be considered ineligible.

## The nomination form

Applicants will need to provide the following on the online nomination form:

* **Contact and organisation details, local government area and Department region**

*The primary contact identified in the contact details section will be used by the Department as the key contact for all enquiries about the nomination. The primary contact will be:*

* advised of the nomination’s outcome
* contacted by the Department in relation to all aspects of the award ceremony should the nomination be shortlisted as a finalist
* requested to secure a time, venue and program participants for a location photography shoot should the nomination be shortlisted as a finalist.
* **Title of initiative** – up to 60 characters

Make sure this is spelt correctly and appropriately describes your initiative, as this title will be used in communication materials if your nomination is shortlisted as a finalist.

* **Brief project overview** – up to 100 words

This will be used to describe the initiative if the nomination is shortlisted as a finalist, so ensure that this includes all key components.

* **Full project description** – up to 400 words

Make sure this includes all the details of what your initiative aims to do, what it will involve and who it will be targeted to.

* **How does the initiative address the requirements of the relevant award category?** – up to 250 words

This responds to the criterion ‘Award category requirements’ see page 5 for more information.

* **How does the initiative improve outcomes for children and families?** – up to 250 words

This responds to the criterion ‘Outcomes for children and families’ see page 5 for more information.

* **How does the initiative promote evidence-based practice?** – up to 150 words

This responds to the criterion ‘Evidence-based practice’ see page 5 for more information.

* **How does the initiative promote innovative practice?** – up to 150 words

This responds to the criterion ‘Innovative practice’ see page 5 for more information.

* **How is the initiative sustainable and transferable?** – up to 100 words

This responds to the criterion ‘Sustainability and transferability’ see page 5 for more information.

* **Outline the funding sources** – up to 50 words

This will not be scored.

* **Electronic endorsement of application**

To be completed by applicants and a Chief Executive Officer (or equivalent) involved in the nominated initiative.

Ensure that all relevant information is contained within the nomination form. Important information about the projects should not be solely within attachments, as these will not be formally assessed. Applicants may be asked to submit further supporting documentation should referees and/or nomination material be unclear.

## Award criteria

Nominations in categories 1, 2, 3 and 4 will be assessed against the following five selection criteria.

| **Criteria** | **Questions to consider as you complete your nomination** | **Weighting** |
| --- | --- | --- |
| **Award category requirements** | * How does the initiative meet the requirements of the selected category?

Consider the requirements of the category you are applying for. That is, engagement in learning, supporting parents, building collaborative community partnerships, or improving health and wellbeing. | 3 |
| **Outcomes for children and families** | * Has the initiative been evaluated?
* How has the initiative improved outcomes for all children and families?
* How has the initiative improved outcomes for vulnerable and disadvantaged children and families?
* How does the initiative build the capacity of children, families, communities and/or organisations to support positive outcomes for children?
 | 5 |
| **Evidence-based practice**  | * What is the evidence base for the initiative?
* What theories, practice principles and/or research is the initiative based on?
 | 4 |
| **Innovative practice**  | * How is the initiative different to expected everyday practice?
* How is the initiative different to other initiatives?
* How is the initiative demonstrating innovation in your local area?
 | 4 |
| **Sustainability and transferability**  | * Is the initiative sustainable?
* What factors make the initiative sustainable?
* Could it be successfully transferred to other organisations or rolled out to other areas?
 | 3 |

## References and endorsement of nominations

Details of two referees must be included on the online nomination form. At least one referee should be external to the organisation/s being nominated.

Applicants and a Chief Executive Officer (or equivalent) of the organisation involved in the nominated initiative will also be prompted during the online nomination to provide electronic endorsement of their submission.

## Submitting your nomination

* Nominations must be submitted online via the following link: [earlyyears.awardsplatform.com](http://earlyyears.awardsplatform.com).
* Faxed or mailed nominations will not be accepted. Late nominations will not be considered.
* **Nominations close at midnight on 11 May 2018**.
* An email acknowledging receipt of a nomination will be sent to the applicant immediately upon submitting the online nomination form.

## Prizes

Award winners in categories 1, 2, 3 and 4 will receive:

* $15,000 to support the further development of the initiative
* a framed certificate.

Prize money will be transferred to the winning organisation upon receipt of a letter from the winning organisation outlining how the funds will be utilised and which account the funds are to be paid to. The statement must be submitted to the Department within six weeks of the award ceremony.

Please note the conditions of this payment are as follows:

* Funds must be expended within 12 months of payment.
* Funds must be used to support the purpose outlined above.

The Department requests that the winning organisation/individual report on the expenditure of the funds within 12 months of the award ceremony.

# Completing your nomination for category 5 – Early childhood teacher of the year

This section applies to category 5 only.

If you are nominating in categories 1, 2, 3 and 4, please refer to section 2 of these guidelines.

If you are nominating in category 6, please refer to section 4 of these guidelines.

The Victorian Early Years Awards have an online nomination process and all nominations must be submitted via the online platform. After reading these guidelines and deciding that they are eligible, applicants should visit [earlyyears.awardsplatform.com](http://earlyyears.awardsplatform.com) to set up an account. This simply requires the applicant’s name, email address and chosen password.

The nominated early childhood teacher must complete the body of their nomination written in first person and another person must complete the nominating statement. Incomplete nominations and nominations written by others will be determined ineligible.

## The nomination form

Applicants will need to provide the following on the online nomination form:

* **Contact and organisation details, local government area and Department region**

*The teacher’s contact details identified in the contact details section will be used by the Department for all enquiries* about the nomination. The primary contact will be:

* advised of the nomination’s outcome
* contacted by the Department in relation to all aspects of the award ceremony should the nomination be shortlisted as a finalist
* requested to secure a time, venue and program participants for a location photography shoot should the nomination be shortlisted as a finalist.
* **Name of the nominated early childhood teacher** – up to 60 characters

*Please use the name you would like to be referred by if you were shortlisted as a finalist.*

* **Nominating statement** – up to 250 words

This must be completed by someone other than the teacher being nominated (e.g. service coordinator/director, early years manager, a member of the committee of management, senior colleague, mentor or a member of the community).

This section will not be scored however it will be used to describe the early childhood teacher’s achievements if the nomination is shortlisted as a finalist, so ensure that this includes all the key components.

* **Professional statement** – 1200-1500 words

This must be completed by the teacher and be written in first person (nominations completed by others will be deemed ineligible).

* + Professional knowledge and practice (approximately 1200 words)

This responds to the criterion ‘Professional knowledge and practice’ see page 8 for more information.

* + Professional engagement and commitment (approximately 150 words)

This responds to the criterion ‘Professional engagement and commitment’ see page 8 for more information.

* **Professional learning proposal** – up to 300 words

This must be completed by the teacher and be written in first person(nominations completed by others will be deemed ineligible).

This responds to the criterion ‘Professional learning proposal’ see page 8 for more information. This should detail what professional learning the teacher plans to undertake if they win the $10,000 prize money.

* **Electronic endorsement of application**

To be completed by applicants and their service coordinator/director, early years manager, a member of the committee of management or equivalent*.*

In preparing their nomination, applicants should consider the Victorian Early Years Learning and Development Framework, Early Childhood Teacher Professional Standards and the National Quality Framework.

Please ensure that all relevant information is contained within the nomination form. Important information about the projects should not be contained in attachments only, as these will not be formally assessed. Applicants may be asked to submit further supporting documentation if requested by the judging panel.

## Award criteria

Nominations in category 5 will be assessed against the following three selection criteria.

| **We** | **Questions to consider as you complete your nomination** | **Weighting** |
| --- | --- | --- |
| **Award category requirements** | * How do you meet the requirements of the selected category?
* Are you provisionally or fully registered with the Victorian Institute of Teaching?
 | 3 |
| **Professional knowledge and practice** | * How is your practice informed by theories of teaching, learning and development, practice and principles of the Victorian Early Years Learning and Development Framework?
* How do you demonstrate implementation of your theoretical knowledge?
* How do you demonstrate exemplary teaching practice to support children’s learning?
 | 5 |
| **Professional learning proposal** | This section should detail the professional learning that you plan to undertake if you win the award ($10,000).* Have you provided a detailed proposal that outlines the area of professional development you wish to undertake?
* How does your professional learning proposal link with your nominating statement?
* Have you made links between your knowledge and practice, and your professional learning proposal?
* How does your proposal for professional learning align with best practice in the early childhood education and care sector?
* How will the further research or project work, investigation or professional learning enhance your professional practice and outcomes for children?
 | 4 |
| **Professional engagement and commitment**  | * How do you demonstrate commitment to ongoing professional learning?
* How do you provide educational leadership within your service, cluster, network or community?
* How will you share your learnings?
 | 3 |

## References and endorsement of nominations

In support of the nomination, details of two professional referees must be included on the online nomination form. One of these referees may be the person who nominated the applicant.

Suitable referees for this award include a service coordinator/director, early years manager, a member of the committee of management, senior colleague, mentor or a member of the community.

Applicants and their service coordinator/director, early years manager, a member of the committee of management or equivalent will also be prompted during the online nomination to provide electronic endorsement of their submission.

## Submitting your nomination

* Nominations must be submitted online via the following link: [earlyyears.awardsplatform.com](http://earlyyears.awardsplatform.com).
* Faxed or mailed nominations will not be accepted. Late nominations will not be considered.
* **Nominations close at midnight on 11 May 2018.**
* An email acknowledging receipt of a nomination will be sent to the applicant immediately upon submitting the online nomination form.

## Prizes

Award winners in category 5 will receive:

* the opportunity to undertake professional development that focuses on and extends an area of their teaching
* $10,000 to be used to cover course costs, travel, accommodation and staff replacement to participate in the professional learning activity
* a framed certificate.

Where possible, payments associated with the award will be made to the employing agency of the award recipient. The employing agency will be required to enter into an agreement with the Department to distribute funds for professional development as outlined in the recipient’s nomination.

Where it is not possible to make the award payment to an employing agency and the funds are paid to the individual, the award payment is likely to be characterised as taxable income, and the Department has an obligation under the Tax Administration Act to withhold tax on the payment.

Prize money will be transferred upon receipt of a letter from the winning individual confirming how the funds will be utilised. The statement must be submitted to the Department within six weeks of the award ceremony.

Please note the conditions of this payment are as follows:

* Funds must be expended within 12 months of payment.
* Funds must be used to support the purpose outlined above.

The Department requests that the winning organisation/individual report on the expenditure of the funds within 12 months of the award ceremony.

# 4. Completing your nomination for category 6 – The Emeritus Professor Collette Tayler Excellence in Educational Leadership Award

This section applies to category 6 only.

If you are nominating in categories 1, 2, 3 and 4, please refer to section 2 of these guidelines.

If you are nominating in category 5, please refer to section 3 of these guidelines.

The Victorian Early Years Awards have an online nomination process and all nominations must be submitted via the online platform. After reading these guidelines and deciding that they are eligible, applicants should visit [earlyyears.awardsplatform.com](http://earlyyears.awardsplatform.com) to set up an account. This simply requires the applicant’s name, email address and chosen password.

For early childhood services, nominations in category 6 must be completed by a representative of the nominating service.

For EYM organisations, nominations in category 6 must be completed by a senior management representative of the EYM organisation.

**Category 6. The Emeritus Professor Collette Tayler Excellence in Educational Leadership Award**

Nominations in this category will demonstrate how a Victorian early childhood service or EYM organisation has led their educators and teachers to significantly improve the quality of their learning and teaching practices over the last 18 months. They will demonstrate how the educators and teachers have used intentional teaching practices to achieve improved outcomes for children and their families.

**Who can apply?**

* Victorian licensed children’s or approved education and care services that receive state government funding to provide a kindergarten program. Funded kindergarten programs can be delivered in stand-alone kindergartens, long day care centres and schools.
* an EYM organisation recognised by the Department of Education and Training.

## The nomination form

Applicants will need to provide the following on the online nomination form:

* **Contact and service/EYM organisation details, local government area and Department region**

*The primary contact identified in the contact details section will be used by the Department as the key contact for all enquiries about the nomination. The primary contact will be:*

* *advised of the nomination’s outcome*
* *contacted by the Department in relation to all aspects of the award ceremony should the nomination be shortlisted as a finalist*
* *requested to secure a time, venue and program participants for a location photography shoot should the nomination be shortlisted as a finalist.*
* **Name of the nominated service or EYM organisation** – up to 80 characters

*Please use the name you would like to be referred by if you were shortlisted as a finalist.*

* **How does the service or EYM organisation demonstrate commitment to leadership and improving professional knowledge and practice?**
	+ Demonstrated commitment to leadership and improving professional knowledge and practice (approximately 500 words)

*This responds to the criteria ‘Demonstrated commitment to leadership and improving professional knowledge and practice’ see page 11 for more information*

* + Reflective practice and ongoing professional learning (approximately 350 words)

*This responds to the criterion ‘Reflective practice and ongoing professional learning’ see page 11 for more information.*

* **What is the service or EYM organisation’sapproach to the inclusion of intentional teaching practices?** – approximately 500 words

*This responds to the criterion ‘Service approach to inclusion of intentional teaching practices’’ see page 11 for more information.*

* **Professional learning proposal** – up to 300 words

*This responds to the criterion ‘Professional learning proposal’ see page 11 for more information. This should detail what professional learning the service or EYM organisation plans to undertake if they win the $15,000 prize money.*

* **Electronic endorsement of application**

*For early childhood service applicants,. endorsement will be required from the applicant and their service coordinator/director, early years manager, a member of the committee of management or equivalent.*

*For EYM organisations, endorsement will be required from an appropriate senior management representative.*

Please ensure that all relevant information is contained within the nomination form. Important information about the projects should not be contained in attachments only, as these will not be formally assessed. Applicants may be asked to submit further supporting documentation if requested by the judging panel.

## Award criteria

Nominations in category 6 will be assessed against the following three selection criteria.

| **Criteria** | **Questions to consider as you complete your nomination** | **Weighting** |
| --- | --- | --- |
| **Demonstrated commitment to leadership and improving professional knowledge and practice** | * What is your service or EYM organisation’s approach to educational leadership?
* How does your service or EYM organisation demonstrate commitment to ongoing quality improvement?
* How is the teaching practice of your service (or service(s) under your EYM)informed by theories of teaching, learning and development and the practice principles of the Victorian Early Years Learning and Development Framework and how do you implement this theoretical knowledge?
* How does your service or EYM organisation strive to achieve exemplary teaching practice to support children’s learning?
 | 5 |
| **Reflective practice and ongoing professional learning** | * How does your service or EYM organisation support the ongoing professional learning of your educators and teachers?
* How does your service or EYM organisation share and embed learnings with all educators at your service?
 | 4 |
| **Service approach to inclusion of intentional teaching practices** | * How does your service or EYM organisation’s philosophy reflect a commitment to intentional teaching practices?
* How does your service or EYM organisation implement and measure the impact of intentional teaching practices?
 | 5 |
| **Professional learning proposal** | This section should detail the professional learning that your service or EYM organisation plans to undertake if you win the award ($15,000).* Have you provided a detailed proposal that outlines the area of professional learning and development your service wishes to undertake?
* Have you made links between your current service’s or EYM organisation’s knowledge and practice and your professional learning proposal?
* How does this proposal align with best practice in the early childhood education and care sector?
* How will the professional learning enhance your service or EYM organisation’s professional practice and outcomes for children?
 | 3 |

## References and endorsement of nominations

In support of the nomination, details of two referees must be included on the online nomination form.

For applicants from early childhood services, the person who wrote the application cannot provide a reference. Suitable referees could include a service coordinator/director, early years manager, a member of the committee of management, senior colleague, mentor or a member of the community.

Applicants and their service coordinator/director, early years manager, a member of the committee of management or equivalent will also be prompted during the online nomination to provide electronic endorsement of their submission.

For applicants from EYM organisations, one reference must be from a service under your EYM. A second referee should be an appropriate member of the community. Nonexhaustive examples include a mentor, a parent who regularly accesses a service under your EYM organisation or a member of a Parent Advisory Group.

An appropriate senior management representative will also be prompted during the online nomination to provide electronic endorsement of their submission.

## Submitting your nomination

* Nominations must be submitted online via the following link: [earlyyears.awardsplatform.com](http://earlyyears.awardsplatform.com).
* Faxed or mailed nominations will not be accepted. Late nominations will not be considered.
* **Nominations close at midnight on 11 May 2018.**
* An email acknowledging receipt of a nomination will be sent to the applicant immediately upon submitting the online nomination form.

## Prizes

Award winners in category 6 will receive:

* the opportunity to undertake professional development that focuses on and extends their improvement as a service or EYM organisation
* $15,000 to be used to cover course costs, travel, accommodation and staff replacement to participate professional learning activities
* a framed certificate.

Prize money will be transferred to the winning organisation upon receipt of a letter from the winning organisation outlining how the funds will be utilised and which account the funds are to be paid to. The statement must be submitted to the Department within six weeks of the award ceremony.

Please note the conditions of this payment are as follows:

* Funds must be expended within 12 months of payment.
* Funds must be used to support the purpose outlined above.

The Department requests that the winning service or EYM organisation report on the expenditure of the funds within 12 months of the award ceremony.

# Judging and the award ceremony

## Judging of the awards

The Victorian Early Years Awards Judging Panel will consider the information provided on the nomination form against the published selection criteria. To assist the Panel, please provide sufficient description or examples in the nomination to clearly demonstrate the key strengths of the initiative.

The Panel must be able to assess respective nominations in terms of the selection criteria outlined in this document. The Panel may request supporting documentation or additional information to assist in decision-making. If the Panel decides there are no nominations in an award category that sufficiently fit the selection criteria, no award will be presented in that category.

The decision of the Panel is final and no review process will be undertaken. All applicants will be notified in writing of the outcome of their nomination.

All finalists will be published on the Department’s website.

## The award ceremony

All applicants to the awards will be invited to an awards presentation ceremony to be held during Children’s Week, 22 - 26 October 2018.

# Use of information

## Privacy Statement

Consistent with Victorian Government policy and legislation, the Department practises fair information handling practices. Private and personal information supplied will be used by the Selection Panel only to assist its decision-making.

Information will not be disclosed or used for any other purpose without the express consent of the person to whom the information relates, unless otherwise required by law. The Department’s Privacy Policy can be viewed at <http://www.education.vic.gov.au/privacy.htm>.

## Victorian Early Years Awards nominations as case studies

Nominations become the property of the Department and may be used to promote the awards.

Victorian Early Years Awards nominations including finalists may be used as case studies or examples of good practice, and published subsequent to the completion of the Victorian Early Years Awards.

The Victorian Early Years Awards presentation ceremony and promotions will feature photographs of finalists which will be commissioned by and remain the property of the Department. Photography may also be subsequently used in other Departmental publications and promotions.

## Sharing good practice

Finalists and winners of the Victorian Early Years Awards are encouraged to share their good practice with other services and organisations in Victoria. Finalists and winners may be invited to present at the following year’s Victorian Early Years Awards ceremony.

# Contact details

If you have any queries in regards to the 2018 Victorian Early Years Awards, including eligibility, categories, process and the online platform, please email: early.years.awards@edumail.vic.gov.au or phone: (03) 8683 2167.

For information on previous award winners, please visit [www.education.vic.gov.au/earlyyearsawards](http://www.education.vic.gov.au/earlyyearsawards).

1. Please note these are examples and that this list is not exclusive. Please contact the Department if you are unsure if your proposed nomination fits within the guidelines. [↑](#footnote-ref-1)