

Terms and conditions

These terms and conditions relate to the 2018 Victorian Education Excellence Awards (VEEA). The VEEA is the premier employer recognition program for staff in the Victorian government education sector. All award applicants are bound by the terms and conditions listed in this document.

Privacy compliance

1. Consistent with its Information Privacy Policy, the Department of Education and Training (the Department) is committed to protecting the personal information that it collects and uses. Private and personal information supplied will be used by the selection panels only to assist decision-making.
2. 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 Information Privacy Policy can be viewed at <http://www.education.vic.gov.au/pages/privacypolicy.aspx>

Key dates

3. Applications open 9 am Monday 16 April 2018.
4. Applications close 11:59 pm Sunday 24 June 2018.
5. The online judging process (to shortlist finalists) commences Monday 2 July 2018.
6. Shortlisted finalists will be contacted in the week commencing Monday 23 July 2018. Unsuccessful applicants will also be contacted at this time.
7. Shortlisted finalists will be required to attend a panel interview at a venue to be notified by the Department between Monday 6 and Thursday 9 August 2018. Videoconference interviews will be organised as required. All finalists will be required to participate in photography and videography to be completed at their school.
8. Judging panels will determine the award winners in August/September 2018.
9. The VEEA presentation ceremony will be held in the evening of 26 October 2018 in the Plaza Ballroom at the Regent Theatre, Melbourne.

Eligibility

10. Awards are open to all principal class, teachers, business managers and education support class employees currently employed by the Department.
11. The Outstanding Primary Teacher Award is not open to principal class employees, education support class employees or teams of teachers.
12. The Outstanding Secondary Teacher Award is not open to principal class employees, education support class employees or teams of teachers.
13. Applicants for the Outstanding Business Manager Award must be currently undertaking the role of business manager or equivalent, within Victorian government primary, secondary, P-12 or specialist schools.
14. For team awards, in most circumstances, the team should consist of no more than 12 members.
15. Award recipients are ineligible to apply for another VEEA award (in any category) for at least two years.
16. Award recipients of other state, national or international professional awards are eligible to apply for VEEA.

The application process

17. Applications must be submitted online via: www.education.vic.gov.au/veea.
18. Applications must be accompanied by at least two endorsements as outlined in the VEEA Information Pack and the Endorser's form (available on the VEEA website and via the online application system).
19. Applications can be made on behalf of colleagues, however, the person(s) nominated must agree to the nomination. Details are provided in the VEEA Information Pack.
20. All applications will be assessed against the key selection criteria as outlined in the online application system and the VEEA Information Pack.
21. Incomplete applications will be automatically disqualified.
22. All applicants (including each applicant for a team award) must be employed by the Victorian Government at the time of nomination.
23. Applications will not be accepted after 11:59 pm Sunday 24 June 2018.

Shortlisting

24. Judges will review each of the applications within their allocated award category via the online application system.
25. Judges will allocate scores to each application, as per the criteria outlined in the VEEA Information Pack. The three applications that score the highest in each award category will be deemed finalists.
26. In the case of a draw (equal scoring) additional finalists will be added to the category.
27. All shortlisted finalists will undergo a conduct and ethics check by the Department.

Finalist selection

28. Once the top three finalists have been ranked for each award category, the shortlisted finalists will be asked to attend a face-to-face interview with their selected judging panel. Interviews with regional candidates may take place via video conference.
29. The judging panels will then confirm the winners of the nine open categories, kept confidential until the awards presentation.
30. A separate judging panel will then select the winner of the Lindsay Thompson Award for Excellence in Education.
31. The Department reserves the right not to allocate an award.

Finalists

32. Finalists will be notified over the phone, as well as in writing.
33. Upon being accepted as a finalist, you agree to:
 - a. your photo being taken and your voice being recorded
 - b. participate in videography requirements
 - c. provide permission to the Department for on-going use of images/recordings of you for promotional purposes.
34. The Department reserves the right to use all or part of any material, including submissions and photographs, for any publicity campaign related to education in Victoria. Copyright of any materials produced during, or as a result of, the award is owned by the Department.

Award winners

35. A professional learning grant is available for each **individual award** up to a maximum of **\$20,000**. The individual awards are as follows:
- Outstanding Primary Teacher
 - Outstanding Secondary Teacher
 - Outstanding Primary Principal
 - Outstanding Secondary Principal
 - Outstanding Business Manager
36. A professional learning grant is available for each **team award** up to a maximum of **\$25,000**. The team awards are as follows:
- Outstanding Education Support Team
 - Outstanding Inclusive Education
 - Outstanding Koorie Education
 - Outstanding School Advancement
37. Individual and team award winners are also eligible for consideration for the Lindsay Thompson Award for Excellence in Education. The recipient(s) of this award will receive an **additional \$20,000**.
38. As a recipient of a 2018 VEEA award, you agree to be an ambassador for public education and to promote Victoria as the Education State.

Professional learning grants

39. The professional learning grant provided to award recipients can only be used to fund professional learning and associated costs. This can include staff replacement costs and reasonable travel/accommodation costs to participate in the nominated activity. The total amount provided by the Department will not exceed the dollar value specified above. A list of endorsed professional learning options is provided in the VEEA Information Pack.
40. All recipients must prepare a Budget Plan and provide this to the Department within eight weeks after receiving their award for approval prior to enrolling in professional learning for which they intend to use their award grant. The Budget Plan form will be sent to award recipients post the awards ceremony.
41. Recipients may seek to undertake other high-quality, reputable professional learning not listed in the VEEA Information Pack. This will require recipients to submit a completed 2018 VEEA Business Case form seeking approval from the Department, in addition to the Budget Plan.
42. Should the proposed professional learning involve international travel, travel will be approved according to the Department Travel Policy 2017.
43. Recipients can propose to undertake professional learning that exceeds the amount of their award grant, provided they are able to fund the additional costs above the amount of their award grant from other sources.
44. Funding for professional learning courses, staff replacement and travel costs will be administered via the Department's Schools Targeted Funding process introduced in 2017.
45. Team award recipients will self-determine how funding will be allocated across team members. Disagreement around funding allocations across team members will be resolved at the local level by the school's principal (or regional director where applicable).

46. Recipients will be required to provide a full acquittal of their grant funding and are responsible for recording and documenting their professional learning grant expenditure. This includes, but is not limited to, credit card receipts and statements, and provider invoices.
47. Recipients that do not spend their grant amount prior to 31 December 2019, forfeit their professional learning grant.
48. Recipients that only spend part of their grant amount prior to 31 December 2019 forfeit the remainder of their professional learning grant.
49. Recipients who fail to complete their chosen approved professional learning must pay back all monies to the Department, within one month of withdrawing from, or failing to complete the professional learning due to any reason deemed not valid by the Department.
50. Recipients of each award category must remain employed by the Department for at least two years post the completion of their professional learning or they will be required to repay all monies to the Department.

Award alumni

51. 2018 VEEA award recipients will be required to provide evidence of their research or professional learning activity that can be used to share findings with the wider school system. This evidence is to be presented to the Department in the form of two reports: an interim report and a final report.
52. Award recipients will be asked to share and promote the outcomes of their professional learning activity with relevant local networks and across the Victorian education system.

Queries

53. All queries relating to the VEEA can be sent to: excellence.awards@edumail.vic.gov.au