

2019 Victorian Education Excellence Awards

Information Pack

Recognise educational excellence in Victorian government schools

The Victorian Education Excellence Awards recognise the inspirational teachers, principals and education support staff who 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. The winners of nine category awards will be eligible to win Victoria's top public education prize – the Lindsay Thompson Award for Excellence in Education, and a further \$20,000 grant.

We want to hear about the outstanding work in your school. Tell us about how you or a colleague engage students in learning or work as a team to elevate outcomes. If you're a principal, tell your school improvement story, and if you work in education support, explain how you connect students to their school and community.

Tell the story of education excellence at your school and demonstrate to the Victorian community what success in public education looks like.

Your achievements are critical to inspiring confidence and driving improvement in schools across the Victoria. Help the community really understand what you do every day to make a difference, and the positive impact your work has on young people.

The Victorian Education Excellence Awards show our community what makes Victorian public education great.

This Information Pack provides information that you need to nominate for the awards. Please also read the Victorian Education Excellence Awards **Terms and Conditions**.

Contents

Key dates.....	3
Who is eligible?.....	3
Award categories.....	5
School and student outcome awards.....	5
Specialist awards.....	6
Selection criteria.....	7
School and student outcome awards.....	7
Specialist awards.....	8
Resources.....	13
2019 VEEA professional learning grants.....	14
How-to guide for nominations.....	15
Nominate yourself.....	15
Nominate your team.....	15
Nominate a colleague.....	17
Nominate a team of colleagues.....	18
Who can endorse my nomination?.....	20
Judging.....	21
Finalist interviews.....	21
Frequently asked questions.....	22
For more information.....	25

Key dates

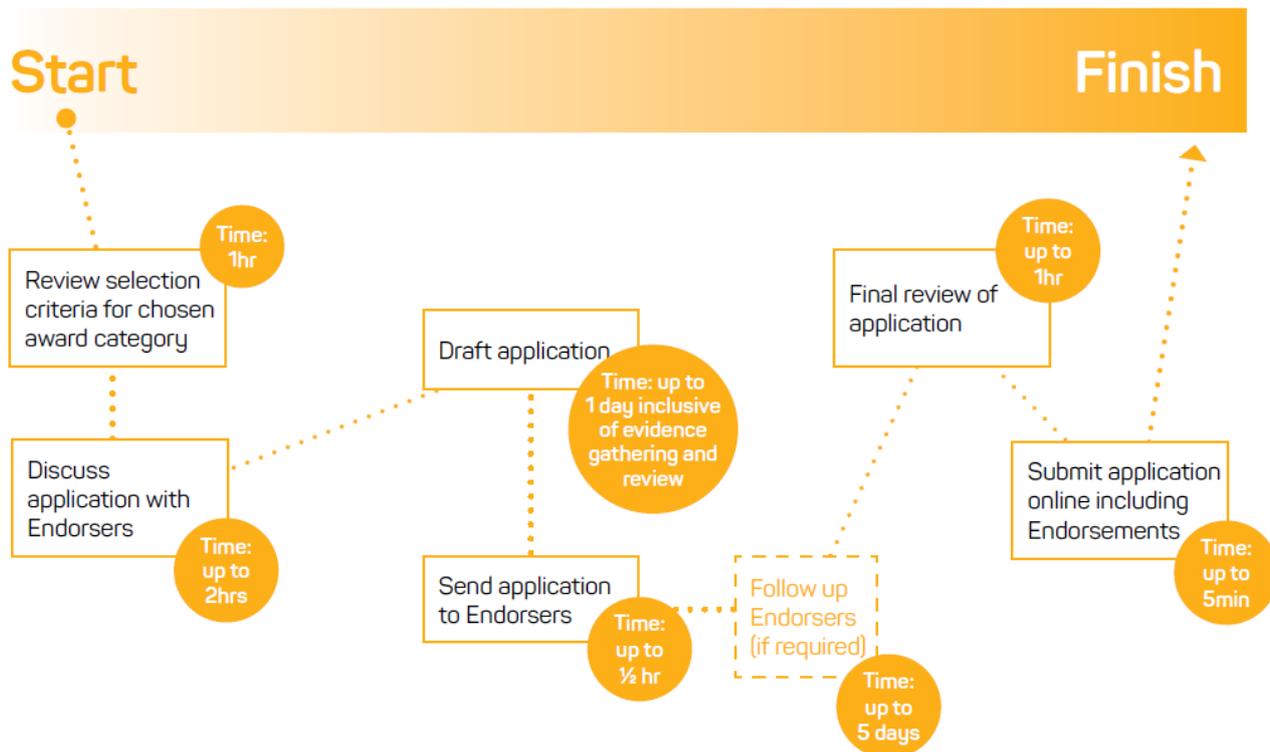
Applications open – Monday 18 March

Applications close – Sunday 9 June

Judging process commences – Monday 17 June

Shortlisted Finalists contacted – week commencing Monday 8 July

Award presentation – Friday 25 October



Who is eligible?

All staff employed by the Victorian government in a Victorian government school are encouraged to apply for the 2019 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 [Victorian Early Years Awards](#).

If you or your nominee(s) are principal class employees (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 Improvement Award
- Dr Lawrie Shears Excellence in Global Teaching and Learning Award

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

Individual awards

- Outstanding Primary Teacher Award
- Outstanding Secondary Teacher Award
- Excellence in Physical Education and Activity Award – Primary Teacher
- Excellence in Physical Education and Activity Award – Secondary Teacher

Team awards

- Outstanding Inclusive Education Award
- Outstanding Koorie Education Award
- Outstanding School Improvement Award
- Dr Lawrie Shears Excellence in Global Teaching and Learning Award

If you or your nominee(s) are education support class employees, 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 Improvement Award
- Dr Lawrie Shears Excellence in Global Teaching and Learning 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, Regional Executive Directors and Area Executive Directors
- Senior Education Improvement Leaders

Award categories

School and student outcome awards

Individual awards

A professional learning grant of \$20,000 is available for each school and student outcome individual award.

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 exceptional 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 exceptional 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 a Victorian government school who have demonstrated excellence in school finance and business management whilst making a significant contribution to the performance of their school.

Team awards

A professional learning grant of \$25,000 is available for each school and student outcome team award.

Outstanding Education Support Team

In recognition of exceptional education support teams within Victorian government schools 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 staff within Victorian government schools who have demonstrated quality teaching and learning, delivered outstanding system improvements that have made a positive impact in their school and community that support achievement, engagement and wellbeing through a positive climate for learning for students with additional needs.

Outstanding School Improvement Award

In recognition of exceptional school staff within a Victorian government school who have demonstrated excellence to improve 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 educators in a Victorian government school who have demonstrated a commitment to developing indigenous cultural understanding, and have demonstrated respectful and inclusive teaching and learning practices to improve Koorie student achievement, engagement and wellbeing within their school and broader community.

The Lindsay Thompson Award for Excellence in Education

The school and student outcome award category winner (see categories above), whose contribution is judged to be the most outstanding to Victorian school education in the relevant year, will have demonstrated exemplary practice while contributing to positive school culture and a commitment to improving student outcomes.

This award is named in recognition of the late Honourable Lindsay Thompson, AO, CMG, who began his career as a teacher in 1951 before entering Parliament in 1955. He became Education Minister in 1967, held that position for 12 years and remains Victoria's longest serving Education Minister. He was Deputy Premier between 1972 and 1981 and Premier between 1981 and 1982.

Specialist awards

Individual awards

A professional learning grant of **\$10,000** is available for the specialist **individual awards**.

Excellence in Physical Education and Activity Award – Primary Teacher

In recognition of an exceptional primary teacher in a Victorian government school who has demonstrated leadership and excellence in teaching physical education that has led to significant improvements in student achievement, engagement and wellbeing.

Excellence in Physical Education and Activity Award – Secondary Teacher

In recognition of an exceptional secondary teacher in a Victorian government school who has demonstrated leadership and excellence in teaching physical education that has led to significant improvements in student achievement, engagement and wellbeing

In 2019 and 2020, two awards will recognise exceptional practice in physical education and activity by a primary and a secondary teacher in a Victorian government school. These awards are supported by the John and Myriam Wylie Foundation.

Team award

A professional learning grant of **\$25,000** is available for the specialist **team award**.

Dr Lawrie Shears Excellence in Global Teaching and Learning Award

In recognition of teams in Victorian government schools which have demonstrated excellence in global learning and engagement at their school and with their students, including teaching Victorian Curriculum F-10 intercultural capability and developing the knowledge, skills and global mindset required for an increasingly complex and interconnected world.

A new team award category will recognise exceptional breadth and depth of global learning and engagement undertaken at a school. This award is named in honour of the late Dr Lawrie Shears who was the director-general of the Victorian Education Department from 1973 to 1982 and was a strong advocate of global teaching and learning.

Selection criteria

Complete each selection criterion in 400 words or less.

School and student outcome awards

Individual awards

Outstanding Teacher awards (primary and secondary)

FISO priority: Excellence in teaching and learning

- Focus on students – Demonstrates significant improvement in student learning, achievement, engagement and wellbeing outcomes through the use of data and evidence-based practice methods.
- Quality teaching and learning – Demonstrates high quality teaching practice in the school community, through excellent curriculum, pedagogy and assessment practices, for example, use of the High Impact Teaching Strategies (HITS) and Practice Principles in response to identified student learning needs.
- Implementing improvement, innovation and change – Demonstrates ability to develop and implement evidence-based improvement plans and policies consistent with the Framework for Improving Student Outcomes (FISO) Improvement Cycle. This could include use of the Victorian Teaching and Learning Model to lead and manage innovation and change within the Victorian government education system and to deliver high quality educational outcomes for all students.
- Peer collaboration and school contribution – Demonstrates and models collaboration with peers to improve teaching and learning through participation in Professional Learning Communities, Professional Learning Teams and other school-based collaborative initiatives. Models the Department of Education and Training values 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, and engagement with inclusive and culturally responsive education practices, while positively building the reputation of the Victorian government education system.

Outstanding Principal awards (primary and secondary)

FISO priority: Professional leadership

- Vision and values – Successfully leads the development of the vision of the school, sets and models high standards and behaviours consistent with the Department of Education

and Training values, and 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, to lead and manage innovation and change to deliver high quality educational outcomes for all students, for example, by applying the Framework for Improving Student Outcomes (FISO) Improvement Model and supporting the Victorian Teaching and Learning Model.
- 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 through the use of policies, processes and procedures to ensure accountability and support professional development for school staff.
- Leading teaching and learning – Demonstrates the creation of a positive culture of support and collaboration, through collaborative initiatives, such as Professional Learning Communities and Communities of Practice, which enable effective teaching and learning to improve student outcomes aligned to Framework for Improving Student Outcomes (FISO).
- Engaging with the community and the system – Demonstrates development and maintenance of positive and purposeful relationships with students, teachers, parents and the local community, and engagement with inclusive and culturally responsive education practices, while positively building the reputation of the Victorian government education system.

Outstanding Business Manager Award

FISO priority: Professional leadership

- 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 collaboratively with and through others, to lead team members, engage in ongoing professional learning opportunities, and model the Department of Education and Training values. Develop the capacity of others to continually build positive and purposeful Victorian government school relationships.

Team awards

Outstanding Koorie Education Award

FISO priority: Positive climate for learning

- Focus on students – Demonstrates positive impact on Koorie student achievement, engagement and wellbeing through the use of data and evidence-based practice methods to create educational pathways and employment outcomes (where relevant) for Koorie students.

- Quality teaching and learning – Demonstrates a collaborative approach to excellent curriculum, pedagogy, assessment and reporting practices, in response to identified Koorie student learning needs, evidenced through the implementation of the Marrung: Aboriginal Education Plan 2016-2026 (Marrung) and the Victorian Teaching and Learning Model.
- Collaborate with community and the system – Demonstrates partnerships 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. Participates in Communities of Practice, Professional Learning Communities and multidisciplinary teams designed to support Koorie student outcomes.
- Respectful environment – Demonstrates creation of an environment that respects, recognises and celebrates cultural identity, promotes and models culturally responsive teaching and learning, through practice and curriculum consistent with Departmental policies, in particular Marrung.
- Implementing improvement, innovation and change – Demonstrates leadership and implementation of innovative initiatives and programs that meet student needs, and are co-designed and delivered in partnership with the Koorie community.

Outstanding Inclusive Education Award

FISO priority: Positive climate for learning

- Focus on students – Demonstrates positive impact on the achievement, engagement and wellbeing of students with additional needs through the use of data and evidence-based practice methods.
- Quality teaching and learning – Demonstrates excellent curriculum, pedagogy, assessment and reporting practices, including use of the Victorian Teaching and Learning Model based on the Framework for Improving Student Outcomes (FISO) improvement cycle, in response to identified student needs.
- Implementing improvement, innovation and change – Demonstrates leadership and implementation of initiatives and 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 inclusive and culturally responsive collaborative practices, while positively building the reputation of the Victorian government education system.
- System improvement – Delivers outstanding system improvements to increase the understanding of all students around disabilities and additional 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 through implementation of the Inclusive Education Policy.

Outstanding School Improvement Award

FISO priority: Excellence in teaching and learning

- Focus on outcomes – Prioritises collaboration as a mechanism to lead the vision and mission of the school, focusing on the improvement of student learning, wellbeing and engagement.
- Quality practice – Promotes collaborative practice that leads to improvement of student and school outcomes. Effective whole-school professional learning demonstrated through Communities of Practice, Professional Learning Communities, Differentiated Support for School Improvement Partnerships and other collaborative teams.
- Excellence – Demonstrates collaboration as a mechanism to deliver excellence in curriculum development, planning and assessment, and engages in evidence-based professional practice methods, including Framework for Improving Student Outcomes (FISO) and Victorian Teaching and Learning Model to raise the achievement of students.
- Evidence-based improvement – Demonstrates a structured and collaborative approach to analysing school and student data and builds practice excellence based on the Framework for Improving Student Outcomes improvement cycle, as a means to drive whole-school improvement.
- Community and system engagement – Demonstrates development and maintenance of positive and purposeful school relationships with students, teachers, parents and the local community, in an inclusive and culturally responsive manner, while positively building the reputation of the Victorian government education system.

Outstanding Education Support Team Award

FISO priority: Positive climate for learning

- 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 that promotes a positive climate for learning consistent with the Framework for Improving Student Outcomes (FISO).
- Leading improvement, innovation and change – Demonstrates exemplary and innovative practices and successful implementation of change in response to student needs, based on the FISO improvement cycle, 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 (where relevant).
- Developing self and others – Demonstrates an outstanding work ethic, a commitment to teamwork and collaboration, including development and support of colleagues across the school. Models Department of Education and Training values and encourages 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 is inclusive and culturally responsive while positively building the profile of the school within the Victorian government system.

Specialist awards

Individual awards

Excellence in Physical Education and Activity Award (Primary and Secondary Teacher)

FISO priority: Excellence in teaching and learning

- Focus on students – Demonstrates significant improvement in student achievement, engagement and wellbeing in physical education through increased participation and improved physical literacy.
- Quality teaching and learning – Demonstrates high quality teaching practice through excellent curriculum, pedagogy, and assessment practices in physical education, such as Victorian Teaching and Learning Model, in response to student needs and promotes a positive climate for learning.
- Implementing improvement, innovation and change – Demonstrates ability to develop and implement evidence-based improvement plans and policies, to lead and manage innovative approaches to improve student physical activity and health outcomes.
- Engaging with the community – Demonstrates a strong capacity to work with the school community to promote a positive physical activity culture with the school and broader community.

Team award

Dr Lawrie Shears Excellence in Global Teaching and Learning Award

FISO priority: Community engagement in learning

- Demonstrated breadth and depth of global learning and engagement¹ undertaken across all year levels at the school for all students.

Consider:

- The nature and extent of global learning and engagement activities in which the school engages
- Access, inclusion and engagement of a range of levels and groups within the school in global learning and engagement activities (e.g. English as an Additional Language (EAL) students, local and international students, students undertaking and not undertaking an additional language, science students etc.)
- The demonstrated impact on students of global learning and engagement activities (e.g. student engagement, student outcomes and similar evidence).

¹ Schools demonstrating excellence in global learning schools are:

- using effective models of language instruction – including languages other than English
- building global perspectives across the curriculum
- including studies at strategic points of the curriculum to particularly support intercultural capability
- using information technologies that build learners' understanding and interaction with the world
- drawing on students' and community cultural diversity
- developing intercultural capability through cultural events and activities
- providing professional learning for teachers and leaders to build knowledge and confidence

- Demonstrated integration of and connection between global learning and engagement activities in a coherent plan for the school².

Consider:

- The inter-relatedness of global learning and engagement activities across the school
 - Level of commitment and inclusion of global learning and engagement in the school's strategic plan
 - Sequential whole school planning documentation
 - Community engagement, use of information and communication technology (ICT), community partnerships, international partnerships and how these support student outcomes and the school's strategic plan
 - Demonstration of commitment of school leadership.
- Demonstrated inclusion of robust teaching and learning across the curriculum including intercultural capabilities, global citizenship and languages as well as citizenship programs, including professional learning for teachers.

Consider:

- Curriculum planning for and delivery of intercultural capabilities, global citizenship and languages across all year levels³

² Quality Indicator Charts to assist schools in auditing and planning around Whole school, Curriculum, Sister schools and overseas learning experiences, Community partnerships and International students are available at: <http://internationalising.education.vic.gov.au>

³ A definition of a globally ready student is found in the Internationalising Schooling Guide, where there are also links to global citizenship https://edugate.eduweb.vic.gov.au/edrms/project/fiso/SitePages/6_GlobalCitizenship.aspx# and intercultural capability in the Victorian Curriculum <http://victoriancurriculum.vcaa.vic.edu.au/intercultural-capability/introduction/rationale-and-aims>

Resources

Framework for Improving Student Outcomes (FISO)

Using the latest research on student learning and global best-practice, the framework will help schools to focus their efforts on key areas that are known to have the greatest impact on school improvement.

Principals, school leaders, teachers, students, parents, regional staff and policy-makers can work together to create better outcomes for our students.

<https://www.education.vic.gov.au/school/teachers/management/improvement/Pages/FISO.aspx>

Victorian Teaching and Learning Model (VTLM)

The Victorian teaching and learning model brings the framework for improving student outcomes (FISO) into the classroom. It creates a line of sight between the whole-school improvement approach and classroom practice.

<https://www.education.vic.gov.au/school/teachers/teachingresources/practice/improve/Pages/VictorianTeachingandLearningModel.aspx>

High Impact Teaching Strategies (HITS)

The high impact teaching strategies (HITS) are ten instructional practices that reliably increase student learning wherever they are applied.

<https://www.education.vic.gov.au/school/teachers/teachingresources/practice/improve/Pages/hits.aspx>

Practice Principles

The nine new principles for excellence in teaching and learning provides a starting point for a close analysis of your professional practice.

<https://www.education.vic.gov.au/school/teachers/teachingresources/practice/improve/Pages/principlesexcellence.aspx?Redirect=1>

Professional Learning Communities (PLCs)

Professional learning communities (PLCs) are an approach to school improvement where groups of teachers work collaboratively at the school level to improve student outcomes.

<https://www.education.vic.gov.au/school/teachers/management/improvement/plc/Pages/default.aspx>

Marrung, Aboriginal Education Plan 2016-2026 (Marrung)

Marrung is a strategy to ensure that all Koorie Victorians achieve their learning aspirations.

<https://www.education.vic.gov.au/about/programs/Pages/marrung.aspx>

International Education

Australia is one of the most multicultural societies in the world and globalisation places greater emphasis on the need for intercultural awareness and skills to sustain the cultural diversity of our richly complex society.

<https://www.education.vic.gov.au/school/teachers/teachingresources/multicultural/Pages/international.aspx#link0>

2019 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 for nominations

Nominate yourself

Applications for an individual award must be completed online.

1. Visit <https://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 award 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 to complete and return the signed form to you prior to Sunday 9 June, before the application process closes. Follow up with your endorser/s to ensure they complete the form on time.
6. When you receive an endorsement, 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.

Nominate your team

Applications for a team award must be completed online

1. Visit <https://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 members 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 before Sunday 9 June, when the application process closes.
8. When you receive an endorsement, 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.

Important information

- All applications need at least two endorsements. Please refer to 'Who can endorse my application' table.
- Colleague(s) nominated must accept their nomination for it to be valid. They will be sent an email asking if they accept or reject the nomination. Please make sure the nominated candidate's email is entered in the 'nominee email address' section.
- 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.
- Applications close 11:59pm, Sunday 9 June 2019.
- Incomplete applications will be disqualified.
- Once you submit your application, you cannot make any further changes to the application.
- Finalists will be required to attend a venue in Melbourne CBD for a half-day to participate in a panel interview and may also include photography or videography. If you are in a regional area and cannot attend in person, a videoconference will be arranged.
- Finalists will need to submit a photo of the nominee which may be used for publication purposes (e.g. on the Department's website). If the nominee is a team, please include all team members in the one photo. The photo should be taken at a

distance that captures the nominee's head to knees. It can be taken on a smart-phone and submitted as an original resolution (i.e. don't reduce the file size of the photo).

- Where a team is a finalist, a maximum of five team members may attend the judging panel interview.
- Bullet points included in the written application are counted in the total word count.

For more information please read the VEEA [Terms and Conditions](#)

Nominate a colleague

Nominations of a colleague for an individual award must be completed online

1. Visit <https://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 award category. Enter your colleague's name in the 'Name of nominee or team' field. Click on 'Save + next'.
3. In the 'About the nominee(s)' tab, address 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. Colleague(s) must accept their nomination for it to be valid. They will be sent an email asking they accept or reject the nomination. Please make sure the nominee's email is entered in the 'nominee email address' section.
5. 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 the nominee is shortlisted as a finalist.
6. Provide the form to the endorsers (at least two endorsers are required), and request the completed form be returned to you well before Sunday 9 June, when the application process closes. Follow up with the endorsers to ensure the completed form is submitted on time.
7. When you receive an endorsement, 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.
8. Double-check that you have met all the online requirements and submit the nomination.
9. Once the nomination is submitted, an email will be sent to your nominee inviting them to review and accept the nomination. Your nominee must complete this step or the nomination will not proceed.

Nominate a team of colleagues

Nominations of colleagues for a team award must be completed online.

1. Visit <https://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 colleagues' 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 (the 'position' field is not a mandatory 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. For a team award, a team member must accept the nomination and its requirements for the nomination to be valid. If you nominate a team of colleagues, confirm they accept the nomination before submitting your application. Check the box for each team member in the 'Team members' tab to confirm your nominees agree to be nominated.
6. Respond to 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'.
7. In the 'Team members' tab enter the required details for each of the team members you are nominating. Click on 'Save + next'.
8. In the 'Endorser details and statement' tab, download the Endorser's form. You may like to save and close the nomination 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 your nominees are shortlisted as a finalist.
9. Provide the form to the endorsers (at least two endorsers are required), and request the completed form be returned to you well before Sunday 9 June, when the nomination process closes. Follow up with your endorser to ensure the completed form is submitted on time.
10. When you receive an endorsement, 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.
11. Double-check that you have met all the online requirements and submit your nomination.

12. Once you have submitted the nomination, an email will be sent to your nominee inviting them to review and accept the nomination. Your nominee must complete this step or the nomination will not proceed.

Important information

- All applications require at least two endorsements. Please refer to the “Who can endorse my application” table on page 20 of this Information Pack.
- 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.
- Applications close 11:59pm, Sunday 9 June 2019.
- Incomplete applications will be disqualified.
- Once you submit your application, you will not be able to make any further changes to your application.
- Bullet points are counted towards the total word count.
- Finalists will be required to participate in a judging panel interview at a venue in Melbourne CBD which may also include photography and videography. Finalists should allow half a day for the interview. If you are in a regional area and cannot attend in person, a videoconference will be arranged.
- Finalists will need to submit a photo that may be used for publication purposes (e.g. on the Department’s website). If the nominee is a team, please include all team members in the one photo. The photo should be taken at a distance that captures the nominee’s head to knees. It can be taken on a smart-phone and submitted as an original resolution (i.e. don’t reduce the file size of the photo).
- Finalists in a team award may send a maximum of five team members to attend the judging panel interview.

For more information, please read the VEEA [Terms and Conditions](#)

Who can endorse my nomination?

All nominations must have two endorsements; 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 endorsements for those awards.

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 Improvement	Yes		Yes	Yes	Yes	
Excellence in Physical Education and Activity Award – Primary Teacher		Yes		Yes		Yes
Excellence in Physical Education and Activity Award – Secondary Teacher		Yes		Yes		Yes
Dr Lawrie Shears Excellence in Global Teaching and Learning Award	Yes		Yes	Yes	Yes	

Judging

There will be six judging panels independently judging 12 award categories. Judges use the matrix below to score each criterion.

Score	Label	Description
1	Unsatisfactory	<ul style="list-style-type: none">- did not meet the selection criterion and- lacked evidence to support nomination
2	Satisfactory	<ul style="list-style-type: none">- met the selection criterion and- provided some evidence to support nomination against criterion
3	Good	<ul style="list-style-type: none">- met the selection criterion and- provided good evidence to support nomination against some criterion
4	Very good	<ul style="list-style-type: none">- met selection criterion and- provided good evidence to support nomination against each criterion
5	Excellent	<ul style="list-style-type: none">- met all selection criterion and- provided strong evidence against each criterion
6	Outstanding	<ul style="list-style-type: none">- met all selection criterion and- provided outstanding evidence against each criterion

Nominations will be judged online in the first instance to determine the finalists for each award category. The top three finalists are shortlisted and invited to attend an interview with the judging panel for their award. Interviews with regional finalists can take place via videoconference or alternative arrangements made by the Department.

If you are a finalist in a team award, the number of team members to attend the interview is limited to five.

The judging panels will then confirm the winners of the 12 open categories.

A separate judging panel selects the winner of the Lindsay Thompson Award for Excellence in Education from the winners of the school and student outcome awards.

Finalist interviews

Interviews will take place between Monday 22 July and Friday 26 July 2019 in the Melbourne CBD.

Please allow up to three hours for this stage of the interview process. During the interview, finalists will be asked to respond to questions they receive in advance.

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 12 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
- Excellence in Physical Education and Activity Award – Primary Teacher
- Excellence in Physical Education and Activity Award – Secondary Teacher

Open categories – team

- Outstanding Education Support Team
- Outstanding School Improvement
- Outstanding Koorie Education
- Outstanding Inclusive Education
- Dr Lawrie Shears Excellence in Global Teaching and Learning Award

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 (DET) are able to self-nominate, or nominate a colleague for an award under the 12 open award categories.

The Lindsay Thompson Award for Excellence in Education is a closed category, meaning that it is not open to nominations.

3. How do I nominate for a VEEA award?

All eligible school-based staff are invited to nominate for the 2019 VEEA via <https://veea.awardsplatform.com/> which is optimised for desktops, tablets (iPad and Android), and smartphones.

Nominations for the 2019 VEEA open 9.00am Monday 18 March 2019 and close 11.59pm Sunday 9 June 2019.

4. Can I nominate a colleague for an award?

Yes. Complete the online nomination on their behalf, respond to each of the selection criteria and organise 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. Your nominee must complete this step or the nomination will not proceed.

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

A step-by-step process for nominating colleagues for individual and team awards can be found on page 16 of this Information Pack.

Before beginning the nomination, review the selection criteria for your chosen award category to ensure that your colleague(s) meets the eligibility requirements.

5. Who can nominate a colleague 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, Regional Executive Directors and Area Executive Directors
- Senior Education Improvement Leaders

6. Can I nominate myself or my team for more than one 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
<p>Individual Awards</p> <ul style="list-style-type: none"> Outstanding Primary Principal Award (Primary or P-12) Outstanding Secondary Principal Award (Secondary or P-12) <p>Team Awards</p> <ul style="list-style-type: none"> Outstanding Inclusive Education Award Outstanding School Improvement Award Outstanding Koorie Education Award Dr Lawrie Shears Excellence in Global Teaching and Learning Award 	<p>Individual Awards</p> <ul style="list-style-type: none"> Outstanding Primary Teacher Award Outstanding Secondary Teacher Award Excellence in Physical Education and Activity Award – Primary Teacher Excellence in Physical Education and Activity Award – Secondary Teacher <p>Team Awards</p> <ul style="list-style-type: none"> Outstanding Inclusive Education Award Outstanding School Improvement Award Outstanding Koorie Education Award Dr Lawrie Shears Excellence in Global Teaching and Learning Award
Education Support Class	Business Manager
<p>Team Awards</p> <ul style="list-style-type: none"> Outstanding Education Support Team Award Outstanding Inclusive Education Award Outstanding School Improvement Award Outstanding Koorie Education Award Dr Lawrie Shears Excellence in Global Teaching and Learning Award 	<p>Individual Award</p> <ul style="list-style-type: none"> Outstanding Business Manager Award <p>Team Awards</p> <ul style="list-style-type: none"> Outstanding Inclusive Education Award Outstanding School Improvement Award Outstanding Koorie Education Award Dr Lawrie Shears Excellence in Global Teaching and Learning 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 can nominate 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 being of 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 2019 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 2017 and 2018 VEEA are ineligible to nominate or be nominated for the 2019 VEEA.

To check eligibility for the 2019 VEEA, please refer to the 2019 VEEA Terms and Conditions and this Information Pack.

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 in the relevant award category. Judging panels consider all criteria equally when selecting the finalists and winners.
- Provide appropriate evidence.
- It should be clear from the nomination what makes the nominee's contribution outstanding. It may be helpful to think of the nomination as a job application.
- Nominees and nominators should be specific about the nominee's strengths and provide clear examples. Statements such as 'I am a good team member', 'I have an understanding of education trends' or 'training is fundamental to our success' should be supported by evidence and examples.
- Each answer must be within the 400 word limit. Dot points can be used but they will be counted towards your overall word count.

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 is selected from the winners of the school and student outcome awards.

14. 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 in 2019 should spend their professional learning grant before 31 December 2020, or forfeit their grant.

Award recipients who only spend part of their grant amount prior to 31 December 2020 forfeit the remainder of their professional learning grant.

Recipient of the Lindsay Thompson Award for Excellence in Education receive an additional 12 months to spend their \$20,000. Recipient/s who do not spend their grant amount prior to 31 December 2021, forfeit the remainder of professional learning grant.

15. Can I submit a late nomination?

No. The VEEA online platform will close for nominations at 11:59pm on Sunday 9 June 2019. No late nominations will be accepted.

For more information

[VEEA website](#)

If you have further queries about the 2019 VEEA, please contact the VEEA team via email: excellence.awards@edumail.vic.gov.au