

Tips to submit a nomination

The information below will help you to prepare and submit a nomination for the Victorian Education Excellence Awards (VEEA).

1. Read the information

Before starting your nomination, familiarise yourself with the 2019 VEEA Information Pack and the 2019 Terms and Conditions. They detail eligibility for each award category, the key selection criteria and key dates. They also provide step-by-step instructions to submit a nomination.

2. Nominate online

Create a login with a password that you can remember and become familiar with the platform used to submit nominations, AwardForce. You can save and exit, and come back to your nomination at any time before the closing date. Remember after you submit your nomination, you can't make any changes.

3. Nominate others

If you nominate someone else for a VEEA, it is important to let them know as they need to accept the nomination for it to be valid. They can also provide deeper insight into their work, including scenarios and evidence to support the nomination.

When you nominate a colleague or a team of colleagues, make sure you put their email(s) in the 'nominee's email' section in AwardForce. An email will be sent to them once the nomination is submitted inviting them to accept the nomination. If the nomination is *not* accepted, the nomination will not be valid.

4. Review and edit

You have a limit of 400 words for each selection criteria – use them wisely. Draft your responses, then review them for content, grammar, punctuation and word count. Ask a colleague to read your nomination and provide feedback.

5. Provide specific examples

Be specific and provide examples that show how you or your nominee(s) have made an impact on student and school outcomes. Outline evidence and examples against each selection criteria. Describe any programs or initiatives implemented, and the outcomes that have improved student achievement, engagement or wellbeing. Be proud of these achievements – you or your nominee(s) deserve recognition.

6. Manage endorsements

All nominations require two endorsements. The 2019 VEEA Information Pack sets out who can endorse nominations for each award category. Find out who your endorsers are early and let them know in advance that you would like their support. Endorsers must provide some text supporting your application (up to 300 words) and this can take time. Give them ample time as delays in your endorsements can hold up your nomination.

7. Remember nomination deadlines

Applications close at **11.59pm on Sunday 9 June**.

Applications will not be accepted once nominations have closed. Put this date in your diary so you give yourself enough time to finesse your nomination and get the required endorsements.

8. Prepare a summary

You are asked to provide a 200 word summary of your nomination, to be used for promotional purposes should you or your nominee(s) be selected as a finalist. Pay particular attention to the summary and ensure you highlight the key points in your nomination, and the impact on the school, community and students.

Need help?

If you have any questions about the process or need help, please email excellence.awards@edumail.vic.gov.au.