

2019 Victorian Education Excellence Awards - Terms and Conditions

These terms and conditions relate to the 2019 Victorian Education Excellence Awards (VEEA). The VEEA is the premier employee recognition program for staff in Victorian government schools. By submitting a nomination or agreeing to a nomination being submitted on their behalf, award nominees agree to be bound by the terms and conditions outlined 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.

Key dates

3. Nominations open 9:00 am Monday 18 March 2019.
4. Nominations close 11:59 pm Sunday 9 June 2019.
5. The online judging process (to shortlist finalists) commences Monday 17 June 2019.
6. Shortlisted finalists will be contacted in the week commencing Monday 8 July 2019. Unsuccessful nominees will also be contacted at this time.
7. Shortlisted finalists will be required to attend a panel interview in the Melbourne CBD between Monday 22 and Friday 26 July 2019. Videoconference interviews will be organised as required.
8. All finalists will be required to participate in photography and videography to be completed at their school.
9. The VEEA presentation ceremony will be held in the evening of Friday 25 October 2019 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. Nominees for the Outstanding Business Manager Award must be currently undertaking the role of business manager or equivalent, within a Victorian government primary, secondary, P-12 or specialist school.
14. The Excellence in Physical Education and Activity Award – Primary Teacher is not open to principal class employees, education support class employees or teams of teachers.

15. The Excellence in Physical Education and Activity Award – Secondary Teacher is not open to principal class employees, education support class employees or teams of teachers.
16. Individual awards cannot be shared between two or more people.
17. For team awards, the team should consist of no more than 10 members.
18. Award recipients are ineligible to nominate for another VEEA award (in any category) for at least two years.
19. Award recipients of other state, national or international professional awards are eligible to nominate for VEEA.
20. Award recipients of the Specialist award categories will not be eligible for the overall Lindsay Thompson Award for Excellence in Education.

The nomination process

21. Nominations must be submitted online via Award Force <https://veea.awardsplatform.com/>.
22. Nominations 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 nomination system).
23. Nominations 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.
24. All nominations will be assessed against the key selection criteria as outlined in the online nomination system and the VEEA Information Pack. Chance will not play a role in determining finalist selection.
25. The judges' decision will be final and no correspondence will be entered into.
26. All nominees (including each nominee for a team award) must be employed by the Department at the time of nomination.
27. Nominations will not be accepted after 11:59 pm Sunday 9 June 2019.
28. Incomplete nominations, nominations that do not comply with the nomination conditions, or nominations in respect of ineligible nominees will be automatically rejected at the absolute discretion of the Department.

Shortlisting

29. Judges will review each of the nominations within their allocated award category via the online award system.
30. Judges will allocate scores to nominations, against each criteria outlined in the VEEA Information Pack. The three nominations that score the highest in each award category will be deemed finalists.
31. A legal check and a conduct and ethics check will be undertaken by the Department for all shortlisted finalists.

Finalist selection

32. The finalists for each award category will be invited to a face-to-face interview with the category judging panel. Interviews with regional candidates may take place via video conference should they choose.
33. The judging panels will confirm the winners of the 12 open categories, which will be kept confidential until the Awards ceremony.
34. A separate esteemed judging panel will select the winner of the Lindsay Thompson Award for Excellence in Education from the recipients of the school and student outcome categories (clauses 42-43).
35. The Department reserves the right not to allocate an award.

Finalists

36. Finalists will be notified over the phone, as well as in writing.
37. Upon being accepted as a finalist, finalists will agree to participate in a judging panel interview.
38. Upon being accepted as a finalist, finalists will agree to:
 - participate in photography and videography requirements for the award ceremony and awards promotion purposes
 - provide permission to the Department for on-going use of images/recordings of themselves for promotional purposes.
39. The Department reserves the right to use all or part of any material, including submissions and photographs, for any publicity campaign related to government education in Victoria. Copyright of any materials produced during, or as a result of, the award is owned by the Department.
40. Recipients of a 2019 VEEA award agree to be an ambassador for public education and to promote Victoria as the Education State.
41. VEEA finalists and winners may be invited to provide input on departmental initiatives should their expertise be relevant.

School and student outcome awards

42. A professional learning grant of **\$20,000** is available for each school and student outcome **individual award**. The individual awards are:
 - Outstanding Primary Teacher
 - Outstanding Secondary Teacher
 - Outstanding Primary Principal
 - Outstanding Secondary Principal
 - Outstanding Business Manager
43. A professional learning grant of **\$25,000** is available for each school and student outcome **team award**. The team awards are:
 - Outstanding Education Support Team
 - Outstanding Inclusive Education
 - Outstanding Koorie Education
 - Outstanding School Improvement
44. School and student outcome award winners are eligible for consideration for the Lindsay Thompson Award for Excellence in Education. The recipient(s) of this award will receive an **additional \$20,000**.

Specialist awards

45. A professional learning grant of **\$25,000** is available for the specialist **team award**. The specialist team award is:
 - Dr Lawrie Shears Excellence in Global Teaching and Learning Award
46. A professional learning grant is available for each individual award supported by the **John and Myriam Wylie Foundation** up to a maximum of **\$10,000**. The individual awards are:

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

47. Winners of the specialist awards will not be eligible for the Lindsay Thompson Award for Excellence in Education.

Professional learning grants

48. 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.
49. All recipients must prepare a Budget Plan and provide this to the Department within eight weeks of receiving their award. The Budget Plan must be approved by the Department prior to a recipient enrolling in professional learning for which they intend to use their award grant. The Budget Plan will be included in a Grant Pack which will be sent to award recipients following the awards ceremony.
50. 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 2019 VEEA Business Case form seeking approval from the Department.
51. Should the proposed professional learning involve international travel, travel will be approved according to the Department Travel Policy 2017.
52. 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.
53. Funding for all pre-approved activities will be administered via the Department's Schools Targeted Funding portal.
54. 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).
55. 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.
56. Recipients who do not spend their grant amount prior to 31 December 2020, forfeit their professional learning grant.
57. The recipient of the **Lindsay Thompson Award for Excellence in Education** will 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 their professional learning grant.
58. Recipients who only spend part of their grant amount prior to 31 December 2020 forfeit the remainder of their professional learning grant. In exceptional circumstances, requests for an extension must be made in writing by no later than 1 December 2020. Applications will be considered on merit and granted at the sole discretion of the Department.
59. Recipients who fail to complete their chosen approved professional learning may be required to 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.
60. 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 may be required to repay all monies to the Department.

Award alumni

61. 2019 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.
62. 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.
63. VEEA finalists and winners may be invited to provide input on departmental initiatives should their expertise be relevant.

Queries

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