# 2020 VICTORIAN EARLY YEARS AWARDS

# TERMS AND CONDITIONS

These terms and conditions relate to the 2020 Victorian Early Years Awards (VEYA). The Victorian Early Years Awards (VEYA) celebrate leadership, outstanding achievement, exceptional dedication and innovation in improving outcomes for children aged birth to eight years and their families.

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.

## Key dates

1. Nominations **open Friday 29 May 2020**.
2. Nominations **close 11:59 pm Monday 6 July 2020**.
3. The online judging process (to shortlist finalists) will take place in week commencing 22 July 2020.
4. Shortlisted finalists will be contacted in the week commencing Monday 28 August 2020. Unsuccessful nominees will also be contacted at this time.
5. The VEYA presentation ceremony will be held on 25 November 2020. Finalists must be available to attend if requested.

## Eligibility

1. Awards are open to all early years professionals or early childhood education and care services operating or woking in Victoria who meet the selection criteria detailed in the VEYA Information Pack, or as confirmed by the Department.
2. At the time of submission, nominees for the Early Childhood Teacher of the Year Award must be 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.
3. Nominees for the Emeritus Professor Collette Tayler Excellence in Educational Leadership Award must be submitted by an approved early childhood education and care service or service provider that receives state government funding to deliver a kindergarten program.
4. Nominees may enter in more than one category but are only eligible to win in one category per year.
5. Previous individual award recipients are ineligible to be nominated for current year awards in any service/organisations or individual category until the third year following their win. For example, a person who received an award in 2020 is not eligible to be nominated until 2023.
6. Service/organisation award recipients are not eligible to nominate for the same award category and individuals of a team that have won an award are ineligible to nominate in any award category until the third year following their win. For example:
	1. Services/organisations that received an award in 2020 ares not eligible to be nominated in that same category until 2023
	2. Individuals who were part of a team that won a service/organisation award who received an award in 2020 will not be eligible to be nominated until 2023.
7. Award recipients of other state, national or international professional awards are eligible to nominate for VEYA.

## The nomination process

1. Nominations must be submitted online via the VEYA online nomination system, [Award Force](https://earlyyears.awardsplatform.com/).
2. All nominees (including each nominee for a service/organisation award) must be employed with the organisation listed in their application at the time of nomination.
3. Nominations must be accompanied by at least two referees as outlined in the VEYA Information Pack.
4. Nominations can be made on behalf of others. However, those nominated must consent to the nomination. Consent is obtained via the online nomination system.
5. Nominators cannot endorse their own nomination.
6. Nominations are assessed against the key selection criteria outlined in the VEYA Information Pack and replicated on the online nomination system.
7. The judges’ decision will be final and no correspondence will be entered into.
8. Nominations will not be accepted after 11:59 pm Monday 6 July 2020.
9. 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

1. Before progressing to a judging panel, all nominations will be shortlisted by program area experts and regional colleagues. This is a preliminary screening only and is used to determine that the nominations:
	1. are fully completed and meet the eligibility criteria for their category
	2. present no probity concerns, such as perceived conflicts of interest or ethical concerns
	3. are not promoting activities that do not align with the VEYLDF and educational practice quality standards.
2. Judges will review each of the nominations within their allocated award category based on the information provided in the online award system.
3. Judges score nominations against each criteria outlined in the VEYA Information Pack. The three nominations that score the highest in each award category will be deemed finalists.
4. A reference check will be undertaken by the Department for all shortlisted finalists. The Department may elect to remove a finalist from the shortlist should these checks raise concerns.

## Finalist selection

1. The judging panels will confirm the winners of the seven categories, which will be kept confidential until the VEYA ceremony.
2. The Department reserves the right not to allocate an award in any category.
3. Finalists will be notified over the phone, as well as via email.
4. Upon acceptance as a finalist, finalists will require agreement to:
* participate in any audio, photographic and video requirements for the VEYA ceremony and award promotion, noting they may also be subsequently used in other Departmental publications and promotions; and
* provide permission to the Department for on-going use of these images/recordings for promotional purposes.
1. The Department reserves the right to use all, or part of any material, including nominations, 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.
2. Nominations become the property of the Department and may be used to promote the awards. VEYA nominations, including finalists, may be used as case studies or examples of good practice and published subsequent to the completion of the VEYA.
3. Finalists and winners of the VEYA 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 VEYA ceremony.

## Grants

1. Recipients will be required to enter into a written grant funding agreement in standard form with the Department prior to receiving any funding.
2. Winners of the following award categories will receive a $15,000 ‘grant’ to further their action to:
* Improving access and participation in early learning
* Supporting parents to build their capacity and confidence
* Creating collaborative community partnerships
* Promoting children’s health and wellbeing
* Continuity of early learning.

This can include staff replacement costs and reasonable travel/accommodation costs to participate in the nominated activity using the [ATO reasonable travel and meal expenses rates](https://www.ato.gov.au/law/view/pdf/pbr/td2019-011.pdf) as a guide. The total amount provided by the Department will not exceed the dollar value specified above.

1. Winners of the following award categories will receive a ‘professional learning grant’ to further their or their service/service provider’s professional learning:
* The Emeritus Professor Collette Tayler Excellence in Education Leadership Award ($15,000)
* The Early Childhood Teacher of the Year Award ($10,000)
* The Minister’s Award ($15,000).

This can include staff replacement costs and reasonable travel/accommodation costs to participate in the nominated activity using the [ATO reasonable travel and meal expenses rates](https://www.ato.gov.au/law/view/pdf/pbr/td2019-011.pdf) as a guide. The total amount provided by the Department will not exceed the dollar value specified above.

1. All recipients of a ‘professional learning grant’ must include a professional learning proposal after acceptance of their award. This must be approved by the Department prior to a recipient undertaking professional learning.
2. 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.
3. Payments to schools for all activities included in a winner’s professional learning plan will be administered via the Department’s Schools Targeted Funding Portal.
4. For award recipients who applied as a partnership, the partnership 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 between team members.
5. Recipients will be required to provide a full acquittal of their grant funding and are responsible for recording and documenting their grant expenditure. This includes, but is not limited to, credit card receipts and statements, and provider invoices.
6. Recipients must spend their grant amount by 31 December 2021. This is with the exception of grants awarded to schools, who must spend their grant amount by 30 June 2021. Recipients who do not spend their grant amount, or spend only part of their grant, by these dates forfeit the remaining grant funds, unless otherwise agreed in writing with the Department.
7. A request for an extension of time to use the grant must be made in writing by no later than
1 December 2021 (1 June 2021 for award winners where the grant will be paid to schools). Extensions will be considered on merit and granted at the sole discretion of the Department.

## Privacy Statement

1. The Department practises fair information handling practices. Nominator/nominee personal information will be collected, used and disclosed for the purpose of facilitating the 2020 VEYA and assisting the Selection Panel with its decision making.
2. The information provided will be handled in accordance with the Privacy Data and Protection Act 2014 (Vic).
3. Information will be submitted via the Award Force system and accessed by the Department’s Early Years Workforce Unit and the judging panel.
4. Information will only be disclosed at the VEYA Ceremony or in promotion materials with the express consent of the person to whom the information relates.
5. Information will not be used for any other purpose unless otherwise required by law.
6. Information will be stored on DET servers located in Victoria and Award Force servers. Award Force have their own privacy policy, which can be viewed [here.](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.awardforce.com%2Fprivacy-policy%2F&data=02%7C01%7Cosborne.georgia.o%40edumail.vic.gov.au%7C96ead81058fb4522a3d008d7fe1b7e7e%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C637257266357164005&sdata=E3p9EaR2%2FVN%2B302xVZbSt%2FMHqkJK1aJZ6Ri1FJOa86o%3D&reserved=0)
7. The Department’s Privacy Policy can be viewed at [www.education.vic.gov.au/Pages/privacypolicy.aspx](http://www.education.vic.gov.au/Pages/privacypolicy.aspx)

## Queries

1. All queries relating to the VEYA, or to access and update your personal information, can be sent to: early.years.awards@edumail.vic.gov.au