# 2020 Victorian Education Excellence Awards – Terms and Conditions

These terms and conditions relate to the 2020 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](https://www.education.vic.gov.au/pages/privacypolicy.aspx), 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

1. Nominations open 9:00 am Monday 2 March 2020.
2. Nominations close 11:59 pm Monday 8 June 2020.
3. The online judging process (to shortlist finalists) commences Monday 15 June 2020.
4. Shortlisted finalists will be contacted in the week commencing Monday 13 July 2020. Unsuccessful nominees will also be contacted at this time.
5. Shortlisted finalists will be required to attend a panel interview in the Melbourne CBD between
Monday 20 July and Friday 31 July 2020. Videoconference interviews will be organised as required.
6. The VEEA presentation ceremony will be held in the evening of Friday 23 October 2020. Finalists must be available to attend.

## Eligibility

1. Awards are open to all principal class, teachers, business managers and education support class employees currently employed by the Department.
2. The Outstanding Primary Teacher Award and the Excellence in Physical Education and Activity Award – Primary Teacher are not open to principal class employees, education support class employees or teams of teachers.
3. The Outstanding Secondary Teacher Award and the Excellence in Physical Education and Activity Award – Secondary Teacher are not open to principal class employees, education support class employees or teams of teachers.
4. 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.
5. Individual awards cannot be shared between two or more people unless those people are sharing a single role.
6. For team awards, the team should consist of no more than 10 members.
7. Individual award recipients are ineligible to be nominated for another award in any team or individual category until the third year following their win. For example, a person who received an award in 2019 is not eligible to be nominated until 2022.
8. Team award recipients are not eligible to nominate for the same award category until the third year following their win. For example, a team that received an award in 2019 is not eligible to be nominated in that same category until 2022.
9. Members 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, team members who received an award in 2019 will not be eligible to be nominated until 2022.
10. Award recipients of other state, national or international professional awards are eligible to nominate for VEEA.
11. Recipients of the Specialist award categories are not eligible for the Lindsay Thompson Award for Excellence in Education.

## The nomination process

1. Nominations must be submitted online via the VEEA online nomination system, [Award Force](https://veea.awardsplatform.com/).
2. All nominees (including each nominee for a team award) must be employed by the Department at the time of nomination. This includes employees who are on approved leave.
3. Nominations must be accompanied by at least two endorsements as outlined in the VEEA Information Pack. The Endorser’s form is available on the VEEA website and on Award Force, the online nomination system.
4. Nominations can be made on behalf of colleagues. 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 VEEA Information Pack and replicated on the online nomination system. Chance will not play a role in determining finalist selection.
7. Nominators must be current employees of the Department. This includes employees who are on approved leave.
8. The judges’ decision will be final and no correspondence will be entered into.
9. Nominations will not be accepted after 11:59 pm Monday 8 June 2020.
10. 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. Judges will review each of the nominations within their allocated award category via the online award system.
2. Judges score 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.
3. A legal check and a conduct and ethics 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. 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.
2. The judging panels will confirm the winners of the 14 open categories, which will be kept confidential until the VEEA ceremony.
3. 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 (see clauses 44-45).
4. The Department reserves the right not to allocate an award in any category.

## Finalists

1. Finalists will be notified over the phone, as well as in writing.
2. Upon being accepted as a finalist, finalists agree to participate in a judging panel interview.
3. Upon being accepted as a finalist, finalists agree to:
	* participate in any audio, photographic and video requirements for the VEEA ceremony and award promotion
	* provide permission to the Department for on-going use of images/recordings of themselves for promotional purposes.
4. 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.
5. 2020 VEEA recipients agree to be ambassadors for public education and promote Victoria as the Education State.
6. VEEA finalists and winners may be invited to provide input on Departmental initiatives should their expertise be relevant.

## School and student outcome awards

1. 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
2. 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
		+ Outstanding Provision for High-Ability Students – Primary School
		+ Outstanding Provision for High-Ability Students – Secondary
3. School and student outcome awardwinners 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

1. A professional learning grant of **$25,000** is available for the **specialist team awards**. The specialist team award is:
	* Dr Lawrie Shears Excellence in Global Teaching and Learning Award
2. A professional learning grant, supported by **John and Myriam Wylie,** up to a maximum of **$10,000,** is available for the following individual awards:
	* Excellence in Physical Education and Activity Award - Primary
	* Excellence in Physical Education and Activity Award – Secondary
3. Winners of specialist awards listed in clauses 46 and 47 will not be eligible for the Lindsay Thompson Award for Excellence in Education.

## Professional learning grants

1. 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.
2. All recipients must prepare a Professional Learning Budget Plan and provide this to the Department within eight (8) weeks of receiving their award, unless otherwise agreed with the Department. The Professional Learning Budget Plan must be approved by the Department prior to a recipient undertaking professional learning against their award grant. The Professional Learning Budget Plan will be included in a Grant Pack sent to award recipients following the awards ceremony.
3. Recipients may seek to undertake other high quality, reputable professional learning not listed in the VEEA Information Pack. To do so, recipients need to detail their proposed learning in their 2020 Professional Learning Budget Plan, which is submitted to the Department for approval.
4. Should the proposed professional learning involve international travel, travel will be approved according to the Department Travel Policy 2017.
5. 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.
6. Funding for all activities approved on the Professional Learning Budget Plan will be administered via the Department’s Schools Targeted Funding Portal.
7. 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 principal (or regional director where applicable).
8. 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.
9. Recipients who do not spend their grant amount, or spend only part of their grant, prior to 31 December 2021, forfeit the remaining professional learning grant, unless otherwise agreed with the Department.
10. 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 2022, forfeit their professional learning grant unless otherwise agreed with the Department.
11. A request for an extension of time to use the grant must be made in writing by no later than
1 December 2021. Applications will be considered on merit and granted at the sole discretion of the Department.
12. Recipients of each award category must remain employed by the Department for at least two years after completion of their professional learning or they may be required to repay all monies to the Department**.**

## Award alumni

1. Award recipients will be required to provide two reports, an interim report and a final report, as evidence of their research or professional learning activity. These reports can be used to share findings with the wider school system.
2. Award recipients will share and promote the outcomes of their professional learning activity with relevant local networks and across the Victorian education system.
3. Finalists and winners may be invited to provide input on Departmental initiatives should their expertise be relevant.

## Queries

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