**HANDY TIPS FOR PREPARING 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 **2023 VEEA Information Pack** including the **VEEA 2023 Terms and Conditions**, which detail:

* eligibility for each award category
* key selection criteria
* key dates, and
* provide step-by-step instructions to submit a nomination.
1. **Nominate online**

Nominations must be submitted online via the VEEA online nomination system, Award Force: <https://veea.awardsplatform.com/>. We recommend using Google Chrome.

* Create a login with a password that you can remember and become familiar with the platform.
* You can ‘***save and exit’*** and come back to your nomination at any time before the closing date.
* After you submit your nomination, you cannot make any changes.
1. **Nominate others**

If you nominate someone else for an award, 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 Award Force
* 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.**
1. **Review and edit the nomination**

It is suggested you:

* draft your responses, review them for content, grammar, punctuation, and word count.
* ask a colleague to review your nomination
* there is a limit of 400 words for each selection criteria.
1. **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. In your nomination, ensure you:

* outline evidence and examples against each selection criteria.
* describe any programs or initiatives implemented and the evidence that shows they have improved student achievement, engagement and/or wellbeing outcomes.
* be proud of these achievements – you or your nominee(s) deserve recognition.
1. **Seek endorsements**

All nominations require at least two endorsements.

The 2023 VEEA Information Pack sets out who must or can endorse nominations for each award category. It is advisable to let your endorsers know well in advance that you would like their support and ensure that endorsements are completed and signed in time for you to upload before closing date. Delays in submitting your endorsements can hold up your nomination.

1. **Remember nomination deadlines**

Applications close at **4.00 pm on Monday, 29 May 2023.**

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.

**Need help?**

If you have any questions about the process or need help, please email:

excellence.awards@education.vic.gov.au.