Secretary’s Marrung Awards

Guidelines and nomination form

Department of Education staff awards

Language used in these guidelines

The term Aboriginal in this guide is inclusive of Aboriginal and/or Torres Strait Islander people. The term Koorie is maintained when part of a quotation or program name.

Artwork (2016)

The stories painted on the timber bollards were designed as part of the *Spreading the Message* project which brought together a group of Aboriginal young people from Northern Bay P-12 College to share their experiences and stories through art. The artworks illustrate the diversity of Aboriginal young people, their understanding of culture and aspirations for connections to family and community. This project has opened a dialogue between Aboriginal and non-Aboriginal young people in the local school community, a fundamental step to building relationships that breakdown stereotypes and progress reconciliation.

Language Acknowledgement

Marrung (pronounced: MA-roong) is a Wemba Wemba word for the Murray Cypress pine tree (Callitris columellaris) – representing branches of education and knowledge.

Acknowledgment of Traditional Owners

The Department of Education respectfully acknowledges the Traditional Owners of the lands and waters throughout Victoria and pays respect to Elders past and present of the ongoing living cultures of First Nations Peoples.

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This document and an accessible version are available on the intranet at: [Human resources: Aboriginal Employment (education.vic.gov.au)](https://www.education.vic.gov.au/hrweb/divequity/Pages/Aboriginal-Employment.aspx)

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# Marrung Aboriginal Education Plan 2016-2026

## The vision of Marrung

The [*Marrung Aboriginal Education Plan 2016-2026*](https://www.vic.gov.au/marrung)(Marrung) ensures that all Koorie Victorians achieve their learning aspirations. Its vision is for:

*‘Victoria to be a state where the rich and thriving cultures, knowledges and experience of First Nations peoples is celebrated and where our service systems are responsive and respectful to Aboriginal people at every stage of their learning journey.’*

## Achieving the vision

To achieve its vision, Marrung encompasses actions that aim to:

1. Create a positive climate for learning and development where services demonstrate the highest levels of respect and inclusion and, as a result, Koorie children and learners of all ages feel strong in their identity within all services.
2. Build community engagement in learning and development so that, through partnership and collaboration, services work together with Koorie people to find innovative ways to improve outcomes in local communities.
3. Build a culture of professional leadership where success for Koorie Victorians is core business for all educational leaders.
4. Achieve excellence in teaching, learning and development at all stages so that:
   * young Koorie children are on track in their health, development and wellbeing, and their early learning experience sets them up for life
   * Koorie students engage fully throughout their schooling years and gain the knowledge and skills to excel at Year 12 or its equivalent
   * Koorie learners transition successfully into further education and employment and have opportunities to access education at all stages of life.

# About the Secretary’s Marrung Awards

## Aim

The Secretary’s Marrung Awards are an action of the department’s Aboriginal Employment Plan 2019-2026 [Human resources: Aboriginal Employment (education.vic.gov.au)](https://www.education.vic.gov.au/hrweb/divequity/Pages/Aboriginal-Employment.aspx" \l "link9) The awards provide an opportunity to recognise good practice in Aboriginal education and inclusion. We inspire others and celebrate success by recognising practices, projects, and innovations that promote self-determination and inclusion from within the Department of Education.

## Eligibility

To be nominated, nominees must:

* Be employed by the Department of Education
* Receive approval by the relevant Executive Director/Principal
* Be an Aboriginal and/or Torres Strait Islander person for category four: Aboriginal Community Leadership.

The awards are open to:

* All employees of the Department of Education, including Victorian Public Service, Victorian Curriculum and Assessment Authority, Victorian Registrations and Qualifications Authority, Victorian Academy of Teaching Excellence, Merit Protection Boards, and Government Teaching Service
* Individuals, work teams, project teams and collaborative teams
* Aboriginal and non-Aboriginal employees
* A posthumous nominee may be accepted. You must email

[marrung@education.vic.gov.au](mailto:marrung@education.vic.gov.au) to ensure cultural protocols are met *before* commencing the nomination.

In accepting a nomination, nominees agree to:

* Communications about their work being shared, which may include an image for promotional material
* The employee conduct branch may vet that shortlisted nominees before final approval by the Secretary.

## To nominate

Complete the nomination form at **Appendix 1**

## Award categories

There are five award categories that reflect the key priorities and principles of Marrung:

1. Positive Climate for Learning
2. Community Engagement
3. Professional Leadership
4. Excellence in Teaching, Learning and Development
5. Aboriginal Community Leadership\*

*\*Only Aboriginal and/or Torres Strait Islander people can be nominated for this category*

Up to two winners will be awarded in each category. In preparing the nomination, you will need to identify the Marrung priority area (**Appendix 2**) and, in describing how the work was planned, implemented, or evaluated, draw upon the principles that underpin the work of Marrung (**Appendix 2**).

## Key dates

Please check [Human resources: Aboriginal Employment (education.vic.gov.au)](https://www.education.vic.gov.au/hrweb/divequity/Pages/Aboriginal-Employment.aspx#link9) for key dates

* Applications open: Tuesday 14 March 2023
* Applications close: Thursday 6 April 2023
* Selection process: Tuesday 24 April 2023
* Award Ceremony: Wednesday 31 May 2023

## Contact for more information

W: [Human resources: Aboriginal Employment (education.vic.gov.au)](https://www.education.vic.gov.au/hrweb/divequity/Pages/Aboriginal-Employment.aspx#link9)

E: marrung@education.vic.gov.au

# Nominating for an award

## Why nominate?

The Secretary’s Marrung Awards provide an opportunity for everyone in the department to hear about best practice that embodies the principles of self-determination and Aboriginal inclusion.

The awards are an opportunity to celebrate the unique knowledge and skills that Aboriginal staff bring to the department and the work of allies who walk alongside to create better educational outcomes and sustainable change.

Work colleagues will be inspired to work differently, connect to Aboriginal people in doing their work, and reflect on their contributions.

The awards allow staff to celebrate their work and have others recognise it. Award winners and finalists will receive a Certificate recognising their achievement, and they will be celebrated through department communications. No monetary prizes are allocated, and the awards are not related to salary progressions.

## Selection process

1. Nominations must be accepted by the nominee and approved by the relevant Executive Director/Principal on the nomination form.
2. A selection panel of Aboriginal and/or Torres Strait Islander people from the department and Victoria’s peak body for Koorie Education, the Victorian Aboriginal Education Association Incorporated (VAEAI) will review nominations against the Marrung areas of focus and principles.
3. The panel may contact referees of shortlisted nominees.
4. The Secretary will review the selection panel’s recommendations and endorse award recipients.

## How to nominate

* Only one award category per nomination form
* Complete the nomination application form available in [Appendix One](#_Appendix_one).
* Ensure you have addressed the criteria
* If you are nominating a person/team other than yourself, please ensure they know about it (note: for posthumous nominations contact [marrung@education.vic.gov.au](mailto:marrung@education.vic.gov.au) before completing the nomination to ensure cultural protocols are met in the nomination and award process).
* Include two referees, one who is an Aboriginal and/or Torres Strait Islander person.

Email the completed nomination form and any attachments in one email to [marrung@education.vic.gov.au](mailto:marrung@education.vic.gov.au) by **Thursday 6 April 2023.**

Nominations must be received in the [marrung@education.vic.gov.au](mailto:marrung@education.vic.gov.au) inbox on or before the closing date.

To ensure timely selection and preparation of awards and certificates for the awards ceremony, **no late applications will be accepted.** We encourage those people unable to make the close date this year to keep up their great work and nominate in 2024.

## Nomination tips

* Nominations are only open for a short time - Start today.
* Familiarise yourself with these guidelines, particularly the focus areas and principles from Marrung.
* Read through the entire application form first to ensure you understand the responses required for the criteria. If you are unsure, contact [marrung@education.vic.gov.au](mailto:marrung@education.vic.gov.au)
* Have a read of [*Marrung Aboriginal Education Plan 2016-2026*](https://www.vic.gov.au/marrung) to familiarise yourself with some of the actions across the lifelong journey of education.
* Tell a story… Align your story with Marrung and talk about what has been achieved and how? Give clear examples of your/nominee’s role in the work.
* Your/nominee’s story may be about a single project, or it may be about practice over time.
* Include referees who know about the work that you have shared and your role in it. Referees can be a colleague, an Aboriginal community member, or supervisor (i.e., manager or principal).
* If you are nominating yourself and find it challenging to talk up your achievements, consider discussing your work the someone else. Their perspectives may help you identify specific areas you can highlight in your nomination.
* Collate key documents which can be attached as evidence to support the nomination (not compulsory).
* Check that the nomination form has all required information for the focus area, and is approved by your Executive Director/Principal before submitting.

# Appendix one

## Nomination form

**Secretary’s Marrung Awards**

**Department of Education**

Date:

|  |  |
| --- | --- |
| **Nominee(s) name and position in the department** | |
|  |  |
|  |  |
|  |  |
|  |  |

*(Add additional rows if required for team/project nominations)*

|  |  |
| --- | --- |
| **Nomination confirmation** | **Y/N** |
| Is the Nominee/s a current employee of the Department of Education? |  |
| Does the Nominee approve of the nomination? |  |
| Has the Nominee’s Executive Director/Principal approved the nomination? |  |

|  |  |
| --- | --- |
| **Nominating a project or collaboration** | |
| Provide the name of the project and a short description:  The dates that the project commenced and ended (or if ongoing work)  Has this work been recognised in any other awards or platforms? Please describe. | |
| **Nominee contact details** (select one lead contact for team nominations) | |
| Name |  |
| Title |  |
| Phone |  |
| E-mail |  |

|  |  |
| --- | --- |
| **Nominator** (if not self-nominated) | |
| Name |  |
| Title |  |
| Phone |  |
| E-mail |  |

|  |  |  |
| --- | --- | --- |
| **Please indicate the category (focus area of Marrung) the nomination best demonstrates.** | | Tick best fit |
| Positive Climate for Learning | Create a positive climate for learning and development where services demonstrate the highest levels of respect and inclusion and, as a result, Koorie children and learners of all ages feel strong in their identity within all services.  Outcomes:   * Koorie children and learners of all ages are strong in their identity within all services. * All Victorians understand and respect Koorie culture and history. |  |
| Community Engagement | Build community engagement in learning and development so that, through partnership and collaboration, services work together with Koorie people to find innovative ways to improve outcomes in local communities.  Outcomes:   * Services and Koorie communities work together on local, place-based approaches to improving learning outcomes. * We will increase opportunities for Koorie people to participate in decision making that affects them. |  |
| Professional Leadership | Build a culture of professional leadership where success for Koorie Victorians is core business for all educational leaders.  Outcomes:   * Success for Koorie Victorians is core business for all educational leaders. * We will further develop our leaders in the early childhood and school sectors. |  |
| Excellence in Teaching, Learning and Development | Achieve excellence in teaching, learning and development at all stages so that:   * young Koorie children are on track in their health, development and wellbeing, and their early learning experience sets them up for life. * Koorie students engage fully throughout their schooling years and gain the knowledge and skills to excel at Year 12 or its equivalent. * Koorie learners transition successfully into further education and employment and have opportunities to access education at all stages of life.   Outcomes:   * Young Koorie children are on track in their health, development, and wellbeing. * The early learning experience for Koorie children sets them up for life. * We will further support Koorie parents as first educators of their children. * We will improve access to and participation in early childhood services. * We will support schools to better support their Koorie students. |  |
| Aboriginal Community Leadership  *\*Only Aboriginal and/or Torres Strait Islander people can be nominated for this category.* | Describe how the nominee:   * Fostered improved knowledge, understanding and appreciation for Aboriginal histories, people, and cultures. (Achieving the vision of Marrung) * Mentored or supported an Aboriginal and/or Torres Strait Islander colleague/s. |  |

|  |
| --- |
| **Tell us how your/nominees work, project, process, or outputs address the most relevant focus area/category (above) and how the *Principles* or *Key System Enablers* of Marrung (Appendix 2) align with the process and the outcomes you achieved.**  Attach any supporting documentation (not compulsory) |
|  |

|  |
| --- |
| Describe how your nominee/s are an ambassador for:   1. Marrung 2. Self-determination 3. Aboriginal inclusion |
|  |

## Referees

Please provide **two r**eferees for the nomination, one who is an Aboriginal and/or Torres Strait Islander person. Referees can be a colleague, an Aboriginal community member, or your supervisor (i.e., manager or principal).

The selection panel may contact referees.

|  |  |
| --- | --- |
| **Name:** |  |
| Role: |  |
| Organisation: |  |
| Aboriginal and/or Torres Strait Islander person: | Yes/No |
| Phone: |  |

|  |  |
| --- | --- |
| **Name:** |  |
| Role: |  |
| Organisation: |  |
| Aboriginal and/or Torres Strait Islander person: | Yes/No |
| Phone: |  |
| Email: |  |

## Approvals

Nominee acceptance (or group representative)

Name: Signature: Date:

Executive Director/Principal approval

Name: Title:

Signature: Date:

This application will be provided to the staff responsible for administering the Awards in the Koorie Outcomes Division, members of the selection panel and the Office of the Secretary.

Before you lodge this application form complete the checklist at **Appendix three** to ensure you haven’t missed something. If you require assistance or support to complete the application form email [marrung@education.vic.gov.au](mailto:marrung@education.vic.gov.au) and a member of the Koorie Outcomes team will contact you.

Send your completed nomination by **Thursday 6 April 2023** to [marrung@education.vic.gov.au](mailto:marrung@education.vic.gov.au)

# Appendix two

Extract from [*Marrung Aboriginal Education Plan 2016-2026*](https://www.vic.gov.au/marrung)

## The principles by which we will work

The following principles underpin the approach that will be employed to achieve Marrung’s vision.

* We recognise the unique status of Aboriginal and Torres Strait Islander people as Australia’s First Peoples and seek to enrich our whole society with an improved knowledge, understanding and appreciation of Koorie history and culture.
* We recognise the cultural distinctiveness and diversity within Victoria’s Koorie population and will work with all Koorie communities across Victoria.
* Victoria’s Koorie communities will be empowered to become equal partners in early childhood development, schooling, and further education, drawing upon local knowledge and expertise to inform local, place-based action.
* We maintain high aspirations and high expectations for the development and educational achievement of Koorie learners.
* We value close collaboration with VAEAI as our principal partner in Koorie education and training, other Koorie organisations, Koorie communities, local government, and providers of early childhood services, schooling, training, and tertiary education to improve outcomes for Koorie Victorians.
* We will hold all those responsible for improving Koorie learning and development outcomes clearly accountable for achieving success for Koorie Victorians.

## The Outcomes we want in Marrung - Key system enablers

#### Diagram Description automatically generated

# Appendix three

## Nomination checklist

Check you have done these things before sending in your nomination:

|  |  |
| --- | --- |
|  | Ensure that the closing date for nominating hasn’t expired. |
|  | Completed all sections of the nomination form ensuring all required information for each of the focus area/category is provided. |
|  | Described how your work demonstrates support the focus area/category and Marrung more broadly |
|  | Described how your work incorporated the principles of Marrung (Appendix 2) |
|  | Provided two referees |
|  | Provided at least one referee who is an Aboriginal and/or Torres Strait Islander person |
|  | Collated and attached supporting documents (not compulsory) |
|  | Nominated one key contact for team/collaborative nominations |
|  | Ensured that the nominee has signed consent to be nominated |
|  | Have approval from the relevant Executive Director/Principal |
|  | Submitted your nomination form (and any attachments) to [marrung@education.vic.gov.au](mailto:marrung@education.vic.gov.au) |

Thank you for nominating for the Secretary’s Marrung Awards