Department of Education

2015 Department of Education AWARDS for Excellence

Department of Education
About the Awards

The Department of Education values its people and their contribution to our high quality education system, which encompasses teaching and learning from early years through to adult learners, the provision of library services and the expert support of administrative and corporate support staff.

The RBF Department of Education Awards for Excellence recognise and reward Department of Education staff and volunteers who demonstrate excellence in their roles supporting education.

The awards are an opportunity to publicly acknowledge the dedication and commitment of staff and volunteers who have demonstrated outstanding excellence, innovation and talent during 2014.

Nominations are open to all staff who were employed in the Tasmanian Department of Education between 1 January 2014 and 1 January 2015, as well as volunteers.

Individuals nominated for an award must be nominated by another person, such as a current or recent manager, a team member, family members of students who attend Department of Education schools and members of the Tasmanian community.

Key Dates

- **Friday 8 May 2015**
  Nominations open

- **Sunday 14 June 2015 (5.00pm)**
  Nominations close

- **August/September 2015**
  Finalists announced

- **Friday 16 October 2015**
  Winners announced at the Awards Ceremony.

Award Process

The 2015 RBF Department of Education Awards for Excellence will open for nominations on Friday 8 May 2015 and close on Sunday 14 June 2015.

Fifteen awards have been developed to represent the skills of individuals across the entire Education portfolio. These awards are then divided into five categories that represent the main areas of the department: School Awards, Staff Supporting Learning Awards, Service Awards (department-based), a Special Category Award, and a Community Award.

Please read the eligibility criteria attached to each award for more information.

Nominees will be contacted by email to confirm their acceptance of the nomination.

The awards process involves **four steps**.

1. **Nomination**
   Nomination period opens

2. **Application**
   Nomination form completed and submitted

3. **Judging and Selection**
   Judging panel shortlist nominations

4. **Recognition**
   Awards Presentation Ceremony
Step 1: Nomination

Nominees must be nominated by another person such as a current or recent manager, a team member, family members of students who attend Department of Education schools, and members of the Tasmanian community.

Self nominations will not be accepted, but individuals nominating for a team or group award can be part of that team or group.

Nominees can be full-time, part-time or fixed-term staff, providing the fixed-term was for a period of 12 months or longer prior to the time of being nominated.

Step 2: Application

Online Nomination form

The online nomination form is designed to be completed online. When completed, it should include all of the information required to nominate someone for an award category in the RBF Department of Education Awards for Excellence.

The nomination form contains six sections that are to be completed by the nominator (person nominating):

1. Nomination Category - The award category that best suits the nominee is selected from the drop-down list.
2. Nominee Details - The nominator provides the name and contact details of the nominee (the person being nominated).
3. Nominee Eligibility - The eligibility criteria for the selected award category will be automatically displayed on the form. Select ‘yes’ or ‘no’ in the box provided after checking the nominee’s eligibility.
4. Selection Criteria and Statement - The nominator uses the selection criteria for their specific award category to describe, in 800 words or less, why they are nominating the individual for the award.
   This the most important section on the nomination form as the judging panel will use this information when considering the nominee for an award.
5. Nominator’s Details - The nominator provides their name, contact details and signature. Note the nominator must sign the nomination form in this section.
6. Submit Nomination Form - Click the ‘Submit’ button on the last page of the online form.

After the nomination is submitted the nominator will be sent a ‘nomination received’ confirmation email from the department.

At the same time, the nominee will receive an email from the department’s Secretary congratulating them on their nomination and also asking if they accept the nomination.

If the nominator wishes to nominate an individual in more than one award category, a separate nomination form must be completed and submitted for each nomination.

Selection Criteria and Statement

The Selection Statement is the section of the nomination where the nominator provides details and examples of their nominee’s achievements, personal qualities and exceptional contribution/s to education or the organisation.

‘Exceptional contributions’ could be in the form of innovation, extra-curricular effort, mentoring, professional development, service delivery, leadership, community consultations etc.

It is important to provide details and examples of your nominee’s exceptional contribution/s to the school, community and/or the department to illustrate and support their nomination, and ensure that the work included in the Selection Statement took place between 1 January 2014 and 1 January 2015.

The Selection Statement should be of no more than 800 words and use a 12 point font.

Submitting nominations

Nominations should be completed and submitted online using the online nomination form.

Provision has been made for those who do not have internet access or are unable to complete and submit the online form.

* If the online nomination form cannot be accessed, please call the Department of Education’s Service Centre on 1800 816 057.

The Service Centre will provide a nomination form and details on how to submit the nomination. They can also answer questions and queries about the awards.

Nominees will be asked to confirm if they accept their award nomination, as well show proof of their age (for those nominated for the Teachers Health Fund Outstanding Young Teacher, or Young Employee of the Year Award, which have a requirement that the nominee is aged 28 years or younger).

For more information

Email RBFawards@education.tas.gov.au
Step 3: Judging and Selection

Judging panels are specially selected for each award category and are each chaired by either the department’s Secretary or a Deputy Secretary. Each panel also includes two senior staff members with expertise in the award category.

The Judges will meet to review and short-list nominations during July 2015.

Judging will be based on the information provided in the Selection Statement (Section 4 of the nomination form). The judges will consider each nominee’s achievements and their contribution to education and the organisation.

The decision of the judging panel is final and no correspondence will be entered into.

Step 4: Recognition

Finalists in all award categories will be invited to attend a statewide awards ceremony where award winners will be announced.

The following recognition is available:

- Award winners will be acknowledged and receive an award.
- Award finalists will be acknowledged and receive a certificate of recognition.

Acknowledgement of finalists and winners will include mentions in media articles and information posted on the Department of Education’s website relating to the awards program.

Conditions of Entry

1. Nominations for the 2015 RBF Department of Education Awards for Excellence are open to:
   a) all staff who are currently, or have been an employee of the Tasmanian Department of Education
   b) volunteers who have worked across the Tasmanian Department of Education for at least 12 months prior to the awards opening period.

2. The nominee must be nominated by another person such as:
   • a current or recent manager
   • a work colleague
   • a team member
   • a parent or family member of a student attending a Department of Education School
   • a member of the Tasmanian community.

3. Please check each award’s eligibility for further details.
4. Self nominations will not be accepted.
5. The Selection Statement must relate to work undertaken and achieved within the Tasmanian Department of Education from 1 January 2014 to 1 January 2015.
6. Individuals may be nominated for multiple award categories but can only be awarded as a winner in one category.
7. Nominators must sign the nomination form to indicate that they agree to the terms and conditions of the awards and signify their agreement to being involved in the awards process.
8. Nominees must accept their award nomination before it is forwarded to the judging panel, who will determine the finalists and winners.
9. Formal acceptance includes agreement to:
   a) abide by the decisions of the judging panel and that no appeals will be entered into.
   b) participate, without cost, in media and promotional activities prior to and following the awards ceremony, as requested and organised by the department.
   c) have their photographs and other details relating to their nomination in the awards used for promotional purposes by the department. Information about winners and finalists may be published on the department’s website and in internal and/or external publications.
10. Category winners may be required to fulfil an ambassadorial role in 2015/16 to promote the awards and their profession.
11. Attendance at the awards ceremony will be free to guests invited by the Department of Education. Additional tickets may be purchased by emailing the department at RBF.Awards@education.tas.gov.au.
12. Travel and accommodation costs associated with attending the recognition ceremony will be negotiated with the respective school/business unit.
## Award Categories and Prizes

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* Primary includes District High Schools

* Secondary includes District High Schools and Colleges

^ Volunteers may include parents, grandparents, other family members, community members
Award Categories

There are 15 awards in the 2015 RBF Department of Education Awards for Excellence. These categories are then divided into five categories to reflect and encompass the broad skills, experiences and portfolios of all employees within the Department of Education.

The five categories are School Awards, Staff Supporting Learning Awards, Service Awards (department-based), a Special Category Award and a Community Award.

There is also an overall award - the RBF Secretary’s Award for Overall Excellence.

Selection Criteria

The RBF Department of Education Awards for Excellence recognise employees and volunteers who have made exceptional contributions within both schools and department sections of the organisation.

Although the selection criteria for each award is quite broad, it is important to include sufficient details about your nominee’s exceptional contributions and accomplishments to provide judges with the information they need to select finalists and award winners, and give your nominee the best chance of recognition.

School Awards

Principal of the Year – Early Years and Primary

Selection Statement Criteria

This award recognises early years and primary school Principals who have made exceptional contributions within their schools and have performed at an exemplary level:

• Why should your nominee be awarded Principal of the Year – Early Years and Primary?

• Provide details and examples of your nominee’s contribution to the school, community and the department, in their role as an early years and primary school Principal, to illustrate and support their nomination for this award*.

Consider areas such as:

• Leading, teaching and learning
• Professional achievements
• Developing self and others
• Leading improvement, innovation and change
• Leading the management of the school
• Engaging and working with the community

* The nomination must relate to work undertaken and achieved by the nominee between 1 January 2014 and 1 January 2015

Eligibility

• Is currently or has been an employee of the Tasmanian Department of Education.

• Worked as a Tasmanian Department of Education early years and primary* Principal between 1 January 2014 and 1 January 2015.

* Primary includes Early Years, Primary Schools and District High Schools
Principal of the Year – Secondary

Selection Statement Criteria

This award recognises secondary Principals who have made exceptional contributions within their schools and have performed at an exemplary level:

• Why should your nominee be awarded Principal of the Year – Secondary?
• Provide details and examples of your nominee's contribution to the school, community and the department, in their role as a secondary Principal, to illustrate and support their nomination for this award*.

Consider areas such as:

• Leading, teaching and learning
• Professional achievements
• Developing self and others
• Leading improvement, innovation and change
• Leading the management of the school
• Engaging and working with the community

* The nomination must relate to work undertaken and achieved by the nominee between 1 January 2014 and 1 January 2015

Eligibility

• Is currently or has been an employee of the Tasmanian Department of Education.
• Worked as a Tasmanian Department of Education secondary school Principal between I January 2014 and 1 January 2015.
* Secondary includes High Schools, District High Schools, Senior Secondary Schools and Colleges

Teacher of the Year – Early Years and Primary

Selection Statement Criteria

This award recognises early years and primary school teachers who have made exceptional contributions within their schools and have performed at an exemplary level.

• Why should your nominee be awarded Teacher of the Year – Early Years and Primary?
• Provide details and examples of your nominee’s contribution to the school, community and the department, in their role as an early years and primary school teacher, to illustrate and support their nomination for this award*.

Consider areas such as:

• Professional knowledge
  - Knowledge of students and how they learn, as well as knowledge of the curriculum content and how to teach it
• Professional/teaching achievements
• Professional practice
  - Planning and implementation of effective teaching and learning
  - Creating and maintaining supportive and safe learning environments and assessments
  - Providing productive feedback and reporting on student learning
• Professional development
  - Engaging in professional learning
• Professional engagement
  - Engaging professionally with colleagues, parents/carers and the community.
• Innovation
  - Introduction of new working processes or teaching practices that have resulted in increased efficiencies or positive learning outcomes
• Extracurricular
  - Organising or engaging in activities outside of normal business hours with students or the community
• Mentoring
  - Coaching/assisting colleagues or students to assist in their personal and professional development
• Leadership
  - Inspiring colleagues and students to be the best they can be
• Community engagement
  - Engaging and working with the community (e.g. parent workshops or community programs)

* The nomination must relate to work undertaken and achieved by the nominee between 1 January 2014 and 1 January 2015

Eligibility

• Is currently or has been an employee of the Tasmanian Department of Education.
• Worked as a Tasmanian Department of Education early years and primary* school teacher between I January 2014 and 1 January 2015.
* Primary includes Early Years, Primary Schools and District High Schools
Teacher of the Year – Secondary

Selection Statement Criteria

This award recognises secondary school teachers who have made exceptional contributions within their schools and have performed at an exemplary level:

• Why should your nominee be awarded Teacher of the Year – Secondary?
• Provide details and examples of your nominee’s contribution to the school, community and the department, in their role as a secondary school teacher, to illustrate and support their nomination for this award*.

Consider areas such as:

• Professional knowledge
  - knowledge of students and how they learn, as well as knowledge of the curriculum content and how to teach it
• Professional/teaching achievements
• Professional practice
  - Planning and implementation of effective teaching and learning
  - Creating and maintaining supportive and safe learning environments and assessments
  - Providing productive feedback and reporting on student learning
• Professional development
  - Engaging in professional learning
• Professional engagement
  - Engaging professionally with colleagues, parents/carers and the community.
• Innovation
  - Introduction of new working processes or teaching practices that have resulted in increased efficiencies or positive learning outcomes
• Extracurricular
  - Organising or engaging in activities outside of normal business hours with students or the community
• Mentoring
  - Coaching/assisting colleagues or students to assist in their personal and professional development
• Leadership
  - Inspiring colleagues and students to be the best they can be
• Community engagement
  - Engaging and working with the community (e.g. parent workshops or community programs)

*The nomination must relate to work undertaken and achieved by the nominee between 1 January 2014 and 1 January 2015

Eligibility

• Is currently or has been an employee of the Tasmanian Department of Education.
• Worked as a Tasmanian Department of Education secondary school teacher between 1 January 2014 and 1 January 2015.
  * Secondary includes High Schools, District High Schools, Senior Secondary Schools and Colleges

Teachers Health Fund Outstanding Young Teacher

Selection Statement Criteria

This award, sponsored by the Teachers Health Fund, recognises teaching staff who are 28 years old or younger and have performed at an exemplary level:

• Why should your nominee be awarded Outstanding Young Teacher?
• Provide details and examples of your nominee’s contribution to the school, community and the department, in their role as a school teacher, to illustrate and support their nomination for this award*.

Consider areas such as:

• Professional knowledge
  - knowledge of students and how they learn, as well as knowledge of the curriculum content and how to teach it
• Professional/teaching achievements
• Professional practice
  - Planning and implementation of effective teaching and learning
  - Creating and maintaining supportive and safe learning environments and assessments
  - Providing productive feedback and reporting on student learning
• Professional development
  - Engaging in professional learning
• Professional engagement
  - Engaging professionally with colleagues, parents/carers and the community.
• Innovation
  - Introduction of new working processes or teaching practices that have resulted in increased efficiencies or positive learning outcomes
• Extracurricular
  - Organising or engaging in activities outside of normal business hours with students or the community
• Mentoring
  - Coaching/assisting colleagues or students to assist in their personal and professional development
• Leadership
  - Inspiring colleagues and students to be the best they can be
• Community engagement
  - Engaging and working with the community (e.g. parent workshops or community programs)
**Extracurricular**
- Organising or engaging in activities outside of normal business hours with students or the community

**Mentoring**
- Coaching/assisting colleagues or students to assist in their personal and professional development

**Leadership**
- Inspiring colleagues and students to be the best they can be

**Community engagement**
- Engaging and working with the community (e.g. parent workshops or community programs)

*The nomination must relate to work undertaken and achieved by the nominee between 1 January 2014 and 1 January 2015*

**Eligibility**
- Is currently or has been an employee of the Tasmanian Department of Education.
- Worked as a Tasmanian Department of Education school teacher between 1 January 2014 and 1 January 2015.
- Was aged 28 years or under on 1 January 2015.

**Support Employee of the Year**

**Selection Statement Criteria**
This award recognises support employees who have performed at an exemplary level:
- Why should your nominee be awarded Support Employee of the Year?
- Provide details and examples of your nominee’s contribution to the school, community and the department, in their role as a support employee, to illustrate and support their nomination for this award.*

Consider areas such as:
- Knowledge and skills
- Professional achievements
- Exceptional contributions and accomplishments made in their particular area
- Imagination, initiative and resourcefulness
- Outstanding achievement or undertaking
- Service to the school

Please include:
- Specific examples of your nominee’s achievements and how they were achieved.
*The nomination must relate to work undertaken and achieved by the nominee between 1 January 2014 and 1 January 2015*

**Eligibility**
- Is currently or has been an employee of the Tasmanian Department of Education.
- Worked as a Tasmanian Department of Education school support employee between 1 January 2014 and 1 January 2015.

- School support employees include teaching assistants, facilities staff, library technicians, canteen staff and school administration staff.
Professional Support Specialist of the Year

Selection Statement Criteria
This award recognises professional support specialists who have performed at an exemplary level:
- Why should your nominee be awarded Professional Support Specialist of the Year?
- Provide details and examples of your nominee’s contribution to the school, community and the department, in their role as a professional support specialist, to illustrate and support their nomination for this award*.

Consider areas such as:
- Knowledge and skills
- Professional achievements
- Exceptional contributions and accomplishments made in their particular area
- Imagination, initiative and resourcefulness
- Outstanding achievement or undertaking
- Service to the school

Please include:
- Specific examples of your nominee’s achievements and how they were achieved.

* The nomination must relate to work undertaken and achieved by the nominee between 1 January 2014 and 1 January 2015

Eligibility
- Is currently or has been an employee of the Tasmanian Department of Education.
- Worked as a Tasmanian Department of Education professional support specialist between 1 January 2014 and 1 January 2015.
- Includes Early Years and Primary, District High Schools and Senior Secondary Schools.

* Professional support employees include Social Workers, Student Welfare Workers, Speech and Language Pathologists, School Psychologists.

Service Awards (department-based)

Employee of the Year

Selection Statement Criteria
This award recognises departmental employees who have performed at an exemplary level:
- Why should your nominee be awarded Employee of the Year?
- Provide details and examples of the nominee’s performance and achievements that illustrate and support their nomination for this award*.

Consider areas such as:
- Contribution to the development of a positive culture within the department/work unit
- Professional achievements within the organisation
- Exceptional contributions and accomplishments made in their particular area
- Initiative and innovation in resolving issues and/or identifying better ways of working
- Commitment to working as a team (work unit, department etc)
- Capacity to work collaboratively with other teams/external partners to achieve objectives
- Mentoring undertakings (e.g. coaching/developing colleagues or other staff members to increase their skills and productivity)
- Leadership undertakings (e.g. inspiring colleagues to be the best they can be)
- Community awareness, consultation and inclusion

Please include:
- Specific examples of your nominee’s achievements and how they were achieved.

* The nomination must relate to work undertaken and achieved by the nominee between 1 January 2014 and 1 January 2015

Eligibility
- Is currently or has been an employee of the Tasmanian Department of Education.
- Worked as a Tasmanian Department of Education employee between 1 January 2014 and 1 January 2015.

LINC Tasmania Employee of the Year

Selection Statement Criteria
This award recognises LINC Tasmania employees who have performed at an exemplary level:
- Why should your nominee be awarded LINC Tasmania Employee of the Year?
- Provide details and examples of the nominee’s performance and achievements that illustrate and support their nomination for this award*.
Consider areas such as:

- Contribution to the development of a positive culture within LINC Tasmania
- Professional achievements within the organisation
- Exceptional contributions and accomplishments made in their particular area
- Initiative and innovation in resolving issues and/or identifying better ways of working
- Commitment to working as a team (work unit, department etc)
- Capacity to work collaboratively with other teams/external partners to achieve objectives
- Mentoring undertakings (e.g., coaching/developing colleagues or other staff members to increase their skills and productivity)
- Leadership undertakings (e.g., inspiring colleagues to be the best they can be)
- Community awareness, consultation and inclusion

Please include:

- Specific examples of your nominee's achievements and how they were achieved.

* The nomination must relate to work undertaken and achieved by the nominee between 1 January 2014 and 1 January 2015

**Eligibility**

- Is currently or has been an employee of the Tasmanian Department of Education.
- Worked as a Tasmanian Department of Education LINC Tasmania employee between 1 January 2014 and 1 January 2015.

**Young Employee of the Year**

**Selection Statement Criteria**

This award recognises departmental employees who are 28 years or younger and have performed at an exemplary level:

- Why should your nominee be awarded Young Employee of the Year?
- Provide details and examples of the nominee's performance and achievements that illustrate and support their nomination for this award*.

Consider areas such as:

- Teamwork
  - Purpose/function behind formation of team
  - Work/project undertaken by the team
  - Needs/issues/actions identified and undertaken by the team throughout the project
  - Reasons behind team's success (e.g., team structure, communication within the team, team dynamics, etc.)
  - Team's capacity to work collaboratively with other teams/external partners to achieve objectives

* Specific examples of your nominee's achievements and how they were achieved.

* The nomination must relate to work undertaken and achieved by the nominee between 1 January 2014 and 1 January 2015

**Eligibility**

- Is currently or has been an employee of the Tasmanian Department of Education.
- Worked as a Tasmanian Department of Education employee between 1 January 2014 and 1 January 2015.
- Was aged 28 years or under on 1 January 2015.

**Outstanding Team of the Year**

**Selection Statement Criteria**

This award recognises staff teams who have developed and achieved productive outcomes for the department, and provided service delivery at an exemplary level:

- Why should your nominated team be awarded Outstanding Team of the Year?
- Provide details and examples of the team's performance and achievements that illustrate and support their nomination for this award*.

Consider areas such as:

- Teamwork
  - Purpose/function behind formation of team
  - Work/project undertaken by the team
  - Needs/issues/actions identified and undertaken by the team throughout the project
  - Reasons behind team's success (e.g., team structure, communication within the team, team dynamics, etc.)
  - Team's capacity to work collaboratively with other teams/external partners to achieve objectives

* Specific examples of your nominee's achievements and how they were achieved.

* The nomination must relate to work undertaken and achieved by the nominee between 1 January 2014 and 1 January 2015

**Eligibility**

- Is currently or has been an employee of the Tasmanian Department of Education.
- Worked as a Tasmanian Department of Education LINC Tasmania employee between 1 January 2014 and 1 January 2015.
- Team’s initiative and innovation in resolving issues and/or identifying better ways of working
- Team’s achievements within the organisation
- Challenges faced by the team
- Actions undertaken by the team to resolve/improve challenges
- Results of the team’s work/project
- Other exceptional contributions and accomplishments made by the team
- Mentoring undertakings by the team or team members
- Team’s community awareness and use of consultation and inclusion

• Service delivery
  - Team’s ability to understand, respond to and meet client needs and wants
  - Team’s ability to translate client needs or requirements into timely, accurate, individualised actions
  - Team’s role in addressing client needs/issues
  - Client needs or issues identified and met by the team
  - Actions taken by the team to resolve/improve specific client needs/issues
  - Outcomes for clients following the team’s actions

Please include:
• Specific examples of the team’s achievements and how they were achieved.

* The nomination must relate to work undertaken and achieved by the nominee between 1 January 2014 and 1 January 2015

Eligibility
• Is currently or has been an employee of the Tasmanian Department of Education.
• Worked as a Tasmanian Department of Education employee within a team (department-based) between 1 January 2014 and 1 January 2015.

Special Category Award

Outstanding use of Innovation and Technology Award

Selection Statement Criteria
This award recognises individual employees and teams who challenge the way they work and develop new ways of working that result in better outcomes. Use of innovation and technology may involve major breakthroughs or a small, incremental change that addresses the question ‘is there a better way to do this?’:

• Why should your nominee be awarded with the Outstanding Use of Innovation or Technology?
• Provide details and examples of your nominee’s use of innovation or technology to illustrate and support their nomination for this award*.

Consider areas such as:
• History of the innovation or use of new technology
  - Describe the situation/task/environment/challenge that existed prior to the development of the innovation or use of new technology
  - Outline the new innovation/technology from concept stage, through its development, to final implementation within the department or school
  - Explain how the innovation or new technology has improved the original situation/task and benefited the department
  - Outline the results and give examples of the improved outcomes resulting from the innovation or use of new technology
• Why is the innovation or new technology an improvement on the existing situation/task?
• The reason(s) behind the development of the innovation or new technology
• The initiative and innovation used by the nominee to resolve issues and/or identify better ways of working
• The needs/issues/actions identified and undertaken by the nominee during the project
• The challenges faced and overcome during the development and implementation of the innovation or new technology
• The achievements and results gained by the implementation of the innovation or new technology within the organisation

Please include:
• Specific examples of your nominee’s achievements and how they were achieved.

* The nomination must relate to work undertaken and achieved by the nominee between 1 January 2014 and 1 January 2015

Eligibility
• Is currently or has been an employee of the Tasmanian Department of Education.
• Worked as a Tasmanian Department of Education employee as an individual or within a team between 1 January 2014 and 1 January 2015.
Community Award

Volunteer of the Year

Selection Statement Criteria

This award recognises volunteers, individuals or groups, who have provided their services at an exemplary level:

- Why should your nominee be awarded Volunteer of the Year?
- Provide details and examples of your nominee’s actions and achievements to illustrate and support their nomination for this award.

Consider areas such as:

- The type of work undertaken by the volunteer(s) during the nomination period
- The ‘special’ qualities of the nominee and their work, and the main reasons you believe they deserve to win this award
- The benefits and assistance the nominee has provided to the classroom, school environment, team or community through their voluntary work and participation
- Other aspects of the volunteer’s work that need to be taken into consideration, such as obstacles overcome, innovation, initiative, skills, dedication, etc.

Please include:

- Specific examples of your nominee’s achievements and how they were achieved.

*The nomination must relate to work undertaken and achieved by the nominee between 1 January 2014 and 1 January 2015

Eligibility

- Is currently or has been volunteer within the Tasmanian Department of Education.
- Worked as a Tasmanian Department of Education volunteer between 1 January 2014 and 1 January 2015.

^Volunteers may include parents, grandparents, other family members, community members

Overall Awards

RBF Secretary’s Award for Excellence

- The RBF Secretary’s Award for Excellence recognises staff who are passionate about their jobs and who consistently go above and beyond what is expected of them to contribute to the broader organisation.
- There is no formal nomination process for this award.
- Judging Panel members and the Secretary of the Department of Education will consider the nominations of all 2015 award finalists and present this special award at the awards ceremony in October.

Nomination Submission

Nominations must be received by 5:00pm Sunday 14 June 2015. Late nominations will not be accepted.

For more information about the RBF Department of Education Awards for Excellence, please contact:

Liz Woodberry, Manager, Strategic Marketing, Communications and Media Unit
E: RBF.Awards@education.tas.gov.au

Checklist

Before you send in your submission please check:

☐ the nominee is eligible to be nominated for an award
☐ the nominee is eligible to be nominated in the specific award category they are being nominated for (NB: eligibility varies significantly between award categories so please check the eligibility section of each award)
☐ that you have completed all sections of the nomination form
☐ that you have signed the nomination form.
And we’re not the only ones who think so, check out our awards.

It’s not just about our awards!

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* Eligibility criteria and conditions apply. Teachers Federation Health Ltd. ABN 46 097 030 414 trading as Teachers Health Fund. A registered Private Health Insurer. THF-MOHF-02/15