

Secretary's Award for Excellent Service 2018

The Secretary's Award for Excellent Service is a prestigious award presented to individuals who have shown outstanding effort in improving the quality of teaching and/or learning outcomes in the NSW public education sector. It recognises an individual's achievements in providing excellent service and their contributions to their professional communities.

This Information Pack will answer your questions about the award, eligibility and selection criteria for the award.

Who can be nominated?

For a nominee to be eligible for the award, they must be:

- Current employees in NSW government preschools or schools.
- Current employees who will not retire or otherwise leave the service before the end of 2018.

Who can nominate?

Members of preschool or school communities may nominate an individual for the Award. Nominators can include, but are not limited to school principals, head teachers, directors, parents and/or guardians.

What are the selection criteria?

The Award recognises the achievements in providing excellent service and contributions to the professional education communities.

Individuals who are nominated must demonstrate:

- Improvements to the teaching and learning environments;
- Improvements to the student learning outcomes; and
- Commitment and dedication to the education community

A nominator - an individual who has knowledge of the nominee's professional work - must provide a statement of up to 200 words detailing how well the achievements of the nominee demonstrate outstanding excellent services.

All nominations must be endorsed by the school principal.

How to nominate?

All nominations for this award are now accepted by the Public Education Foundation's online application system. To access this system visit www.publiceducationfoundation.org.au/scholarships and click on the relevant award.

Prior to starting the online process, the nominator may prefer to gather the necessary information ready to submit:

- Nominee and school details (including phone numbers, emails and DoE serial number)
- Nominator's statement supporting the nominee's achievement (200 words max in a word or pdf format addressing their achievements)
- Nominee's endorsement (the Nominee will be sent an email requesting them to endorse the nomination)
- Principal's endorsement (the Principal will be sent an email requesting them to endorse the nomination)

A sample exemplar nomination form can be found on our website. This example is to be used for reference only and not replicated in whole or part. It is intended to give you a starting point for understanding the elements of a successful application.

Who selects the recipients?

It is anticipated that the selection panel will include representatives from the NSW Department of Education, the Public Education Foundation and an independent representative from the education sector. All applicants will be reviewed according to the criteria set out. Recommended nominees will then be presented to the Secretary, Department of Education, for award selection.

When is the closing date for applications?

Applications close at **11.59pm on Tuesday 19 June 2018**. No late applications will be considered.

For further information including terms and conditions

Call the Public Education Foundation on **02 9266 8256** or email us at info@publiceducationfoundation.org.au.

We also encourage you to visit our website www.publiceducationfoundation.org.au