

clever • skilled • creative

showcase 2010

AWARDS FOR EXCELLENCE IN SCHOOLS

Guidelines

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1. About Showcase

1.1 Background and purpose

Established by the Department of Education and Training in 2000, the Showcase Awards for Excellence in Schools are presented annually to state schools with excellent practices that significantly improve outcomes for students.

The awards aim to:

- recognise, celebrate and reward excellent practice in Queensland state schools
- foster a learning culture that supports sharing of excellent practice
- create professional development opportunities through sharing practice with peers and the education community and
- promote public education.

1.2 Criterion and categories

1.2.1 Criterion

The overarching criterion for the Showcase awards is:

The program/initiative must significantly contribute to students' quality outcomes and continuous improvement. These could include education, personal, health and social wellbeing and vocational outcomes.

The criterion focuses on student development through competence, character, creativity and citizenship.

All programs/initiatives must:

- be capable of being promoted as best practice
- document evidence of commitment to continuous improvement to achieve quality outcomes for students (see section 3.5 for further details).

A school program/initiative must include a range of the following features:

- sustainability
- transferability of process
- innovation
- inclusivity

1.2.2 Categories

The State Award and three State Finalist Awards are presented in each of eight categories, and up to 97 Regional Awards are also presented within these categories:

1. Showcase Award for Excellence in the Early Phase of Learning

Framed around outcomes that result from quality curriculum, pedagogy, assessment and reporting that respond to the capabilities of young children from Preparatory to Year 3.

2. Showcase Award for Excellence in the Middle Phase of Learning

Framed around outcomes for students in Year 4 to Year 9 resulting from engagement and success in learning. This may include:

- engaging in purposeful, intellectually challenging learning and providing opportunities to achieve success
- supporting the transition from year to year and from primary to secondary education
- meeting the distinctive and diverse needs of students during early adolescence.

3. Showcase Award for Excellence in the Senior Phase of Learning

Framed around outcomes for students in Years 10-12 resulting from:

- flexible education and training
- opportunities and pathways
- engaging students as active citizens in a learning society.

4. Showcase Award for Excellence in Inclusive Education

Framed around:

- programs which cater for students' diverse needs
- identifying and removing barriers to students' achievement of learning outcomes
- innovative approaches to meet the needs of all students and society.

5. Showcase Award for Excellence in Leadership

Framed around:

- demonstrated leadership among staff, schools and the school community that results in making a difference to student outcomes
- schools that take a leadership role within their community
- leadership of initiatives to find new solutions to challenging school issues.

6. Showcase Award for Excellence in Innovation

Framed around:

- initiatives that can serve as best practice examples statewide, nationally or internationally
- 'cutting edge' learning activities
- schools undertaking highly innovative approaches to achieve quality outcomes for students.

7. Showcase Award for Academic Excellence

Framed around:

- school projects and activities that have added significantly and consistently to students' academic performance over time
- schools that demonstrate teaching practices that have significantly contributed to the improved academic progress of a cohort (or cohorts) over time in comparison with state averages or other recognised performance measurement instruments.

8. Showcase Award for Excellence in Community or Industry Partnerships

Framed around:

- providing a range of opportunities that develop skills in industry through integrated curriculum, structured industry placement, school-based apprenticeships and traineeships, cadetships and involvement in industry events

- quality student outcomes through unique local community partnerships
- projects or activities that demonstrate hands-on learning through collaboration with community, businesses and/or industry to create a centre of learning and knowledge.

2. Recognition and rewards - Grants for schools

In 2010, the Showcase school grants include:

- up to 97 Regional Awards, each comprising a \$1000 development grant, presented during State Education Week
- 24 State Finalist Awards (three per category) receive a \$5000 development grant, selected from the Regional Award recipients and announced early September
- eight State Awards, each comprising a \$20 000 development grant, which will be presented at the Showcase Gala Dinner, Brisbane Convention and Exhibition Centre, South Bank, on Friday 29 October 2010.

3. Entering Showcase

Participating in Showcase 2010 involves four elements:

1. Submitting an Expression of Interest (see section 3.1)
2. Submitting a Regional Award submission that describes the school program's outcomes (see section 3.2)
3. Showcasing the school via a display or event within the local community during State Education Week 2010 (see section 5)
4. If recognised as a Regional Award winner, submit a State Award submission for review by the State Evaluation Team (see section 3.3).

Participation is open to all employees and volunteers, either as teams or individuals, within Education Queensland.

School programs that have won a Showcase State Award in a previous year cannot submit the same program again.

The Showcase Awards website is updated periodically and contains information on how to enter, the 2009 State Award submissions, key dates and contacts. Visit www.education.qld.gov.au/community/events/showcase.

Schools making a submission should note the following:

- Schools may nominate for one category per program only.
- The year levels specified in section 1.2.2 are a guide – exceptions may apply.
- Content, not presentation, is the basis for judging at all levels.
- The Showcase Board reserves the right to transfer a submission to any category if it agrees that a project has a better chance of being awarded in another category.

Publication of student details

Guidelines on publication of details identifying state school students can be found at: www.education.qld.gov.au/strategic/epr/legal/lgspr001/. These guidelines must be considered when preparing Showcase submissions and organising Showcase publicity.

Intellectual property

All submissions remain the intellectual property of the Department of Education and Training. If a submission uses material from a source not covered by Department of Education and Training licences, the school should seek permission for its use before entering the submission and provide written proof of permission. Further information can be found at: www.education.qld.gov.au/strategic/epr/information/ifmpr007/

3.1 Expressions of Interest

Expressions of Interest are used by Regional Coordinators for regional award planning, public relations and media activities. They also allow Regional Coordinators to assist schools with their written submissions and provide updates to interested parties on any upcoming writing workshops.

Expressions of Interest close on 26 February 2010. Please use the form provided in appendix A.

3.2 The Regional Award submission

Submissions must be sent by 26 March 2010 using the template provided in appendix B. It should include:

- a short, catchy project title and a one paragraph project summary for public relations and media use, and
- a clear, concise description and qualitative and quantitative evidence of the program's contribution to quality outcomes and continuous improvement for students (see section 3.5).

The following questions may assist in starting the submission writing process:

- What is the program called, what is it about?
- Who developed it, who delivers it and where it is delivered?
- How long has it been operating? Who does it benefit and how?
- What is new or different about this program?
- How is it making a difference to student outcomes?
- How do you know it is working?
- What evidence do you have to support this?

Applicants should refer to the Regional Award Entrants' Checklist in appendix C to ensure their entry has been completed correctly and is ready for the judging process.

The Evaluation Checklist provided in appendix G should also be consulted prior to submission as this is the checklist used by all regional selection teams.

The submission should be written by a minimum font size of 11 points and must not exceed 12 A4 pages – a maximum of two pages (excluding the Regional Award Submission Cover Sheet in appendix B) detailing your program (using the Regional Award Submission Template in appendix B) and up to 10 appendix pages.

Photographs should not be included in the submission but may form part of the appendices. If an appendix contains high-resolution items such as photos, consider zipping the file or converting it to a PDF format file to meet the electronic file size limit.

Submitting your Regional Award submission:

1. Email the complete submission to the Regional Coordinator for checking by 26 March 2010.
2. Once your submission has been checked and signed by the Executive Director (Schools), you will be asked to post a hard copy of your submission to the Regional Coordinator.
3. If your submission is incomplete or missing some information, the Regional Coordinator will ask you to re-submit it via email. Once checked and signed by the Executive Director (Schools), you will be asked to post a hard copy of your submission to the Regional Coordinator.

The electronic submission must be sent as a single file and must include:

- the Regional Award Submission Cover Sheet
- a maximum of two pages detailing your program using the Regional Award Submission Template in appendix B
- a maximum of 10 appendix pages including statements from the principal and the Parents and Citizens' Association – electronic signatures are optional. A statement from any other person or organisation with an interest in the submission is optional.

The electronic submission must not exceed 1.5 megabytes and must be provided as one single file.

The hard copy submission will include same items as the electronic submission but the Regional Award Submission Cover Sheet and statements from the principal and the Parents and Citizens' Association must be signed.

3.3 The State Award submission

If selected as a Regional Award winner, the school will be invited to submit a State Award submission.

State Award submissions must be sent by **Wednesday 23 June 2010**, using the template provided in appendix D. It should include:

- a short, catchy project title and a one paragraph project summary for public relations and media use, and
- a clear, concise description and qualitative and quantitative evidence of the program's contribution to quality outcomes and continuous improvement for students (see section 3.5).

Applicants should complete the State Awards Entrants' Checklist in appendix E and the State Award Evaluation Checklist in appendix H (as used by State Evaluation Team) to ensure their entry has been completed correctly and is ready for the judging process. Please do not send these checklists with the submission.

The submission should be written by a minimum font size of 11 points and must not exceed 15 A4 pages – a maximum of five pages (excluding the State Award Submission Cover Sheet in appendix D) detailing your program (using the State Award Submission Template in appendix D) and up to 10 appendix pages.

Photographs should not be included in the submission but may form part of the appendices. If an appendix contains high-resolution items such as photos, consider zipping the file or converting it to a PDF format file to meet the electronic file size limit.

Submitting your State Award submission:

1. Email the complete submission to the Regional Coordinator for checking by **23 June 2010**.
2. Once your submission has been checked and signed by the Executive Director (Schools), you will be asked to post a hard copy of your submission to the Showcase Project Manager. Refer to page 17 for Showcase Project Manager's contact details.
3. If your submission is incomplete or missing some information, the Regional Coordinator will ask you to re-submit it via email. Once checked and signed by the Executive Director (Schools), you will be asked to post a hard copy of your submission to the Showcase Project Manager.

The electronic submission must be sent as a single file and must include:

- the State Award Submission Cover Sheet
- a maximum of five pages detailing your program using the State Award Submission Template in appendix D
- a maximum of 10 appendix pages including statements from the principal and the Parents and Citizens' Association – electronic signatures are optional

The electronic submission must not exceed 1.5 megabytes and must be provided as one single file.

The hard copy submission will include same items as per the electronic submission but the State Award Submission Cover Sheet and statements from the principal and the Parents and Citizens' Association must be signed. It is **OPTIONAL** to submit any multimedia material on a CD or DVD with your hard copy submission.

The use of one multimedia item, for example a PowerPoint presentation or Media Player file, with a maximum length of three minutes may be submitted but is optional. This material must contain supporting information and not repeat the content in the submission. See appendix L for further information on multimedia material.

3.4 The State Final

Video profiles of State Finalist projects

Video vignettes of all State Finalists' entries will be produced to promote excellence in education and videos will be screened at the Showcase Gala Dinner. The video production team will visit the State Finalists' schools in September and October to film the vignettes.

Showcase State Award judging

State Award judging will take place in Brisbane on Friday 29 October 2010. Two representatives from each Showcase State Finalist program will be allocated 15 minutes to meet with members of the Showcase Board to discuss their program and submission.

The Department of Education and Training will meet travel and accommodation costs for two representatives from each State Finalist school or cluster.

Showcase Gala Dinner

The Showcase Gala Dinner will be held in Brisbane on Friday 29 October 2010.

At the Showcase Gala Dinner, the eight State Award winners will be announced. The State Finalists' and Winners' awards are presented. All State Finalist projects are profiled during the function.

The Gala Dinner provides opportunities for business and community leaders, supporters of state education, and representatives of other educational institutions to gather and network, and to recognise and celebrate outstanding contributions to excellence in education.

3.5 Documentation to support your outcomes

Schools are required to provide specific evidence of their contribution to quality outcomes and continuous improvement for students in the submission.

Acceptable forms of qualitative and quantitative evidence may include:

- systemic data (for example, Year 2 Net outcomes, Years 3, 5 and 7 Test results)
- documentation of achieved outcomes
- significant results in state, national and international competitions (for example, English, Maths, Science, Information Technology, Art)
- teachers' anecdotal records
- graphs which may be useful to provide quantitative evidence
- evidence may be presented in percentages, though sample sizes must be stated
- school opinion data may be used, but it is recommended it is supported by other data to supplement the results.

Submissions in the Early Phase of Learning category should include data that maps the ongoing progress of students, including their achievements in the Year 2 Net and the Year 3 Test.

When possible, data should be linked and compared to research from prior to the programs implementation.

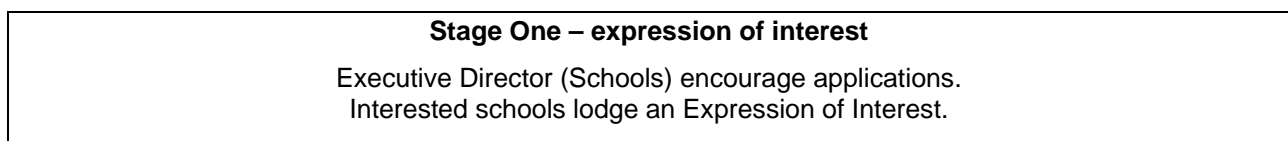
For examples of suitable documentation visit the Showcase Awards website at www.education.qld.gov.au/community/events/showcase and view the 2009 State Award submissions.

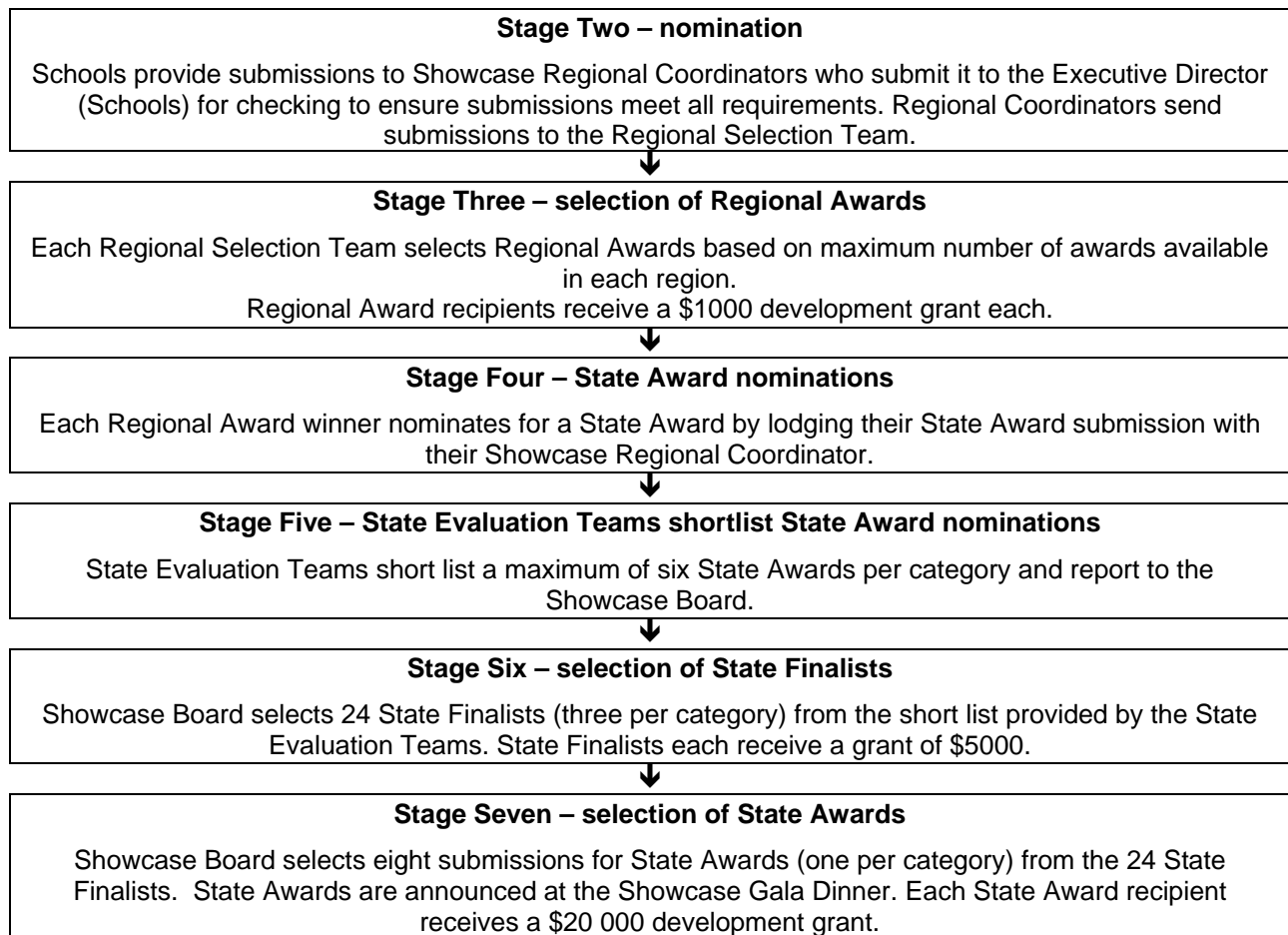
3.6 Workshops to assist writing submissions

In early 2010, Showcase Regional Coordinators may run workshops on preparing a Showcase submission. For further information contact your Regional Coordinator. Names and contact details are available on the website at: www.education.qld.gov.au/community/events/showcase.

4. Selection process

There are seven stages in the selection process for the Showcase Awards as illustrated below:





4.1 Process and personnel for assessing submissions

4.1.1 Regional Awards

- The Executive Director (Schools) uses the checklist shown in appendix F to ensure all submissions include the required information.
- The Regional Selection Team is appointed by the Regional Director in consultation with the regions' group of Executive Directors (Schools). The selection team must contain a balance of community representation and teaching/educational expertise across the districts. Membership could be drawn from the Queensland Council of Parents and Citizens' Associations, the Queensland Teachers' Union, principals, Learning and Development Centre personnel, school-based nominees, community leaders, and local employers. The Regional Selection Team is required to have knowledge of best practice across a wide range of curriculum areas.

The Regional Selection Team:

- validates outcomes reported in the submissions; Executive Directors (Schools) assist in validating the reported outcomes and provide a page of comments on submissions to the Regional Selection Team
- selects school programs to receive Showcase Regional Awards based on the written submissions only, using the Evaluation Checklist in appendix G
- provides feedback on each submission using the Feedback Form in appendix I via the Chair of the Regional Selection Team (usually the Regional Director)

Regional judges may recommend a different category for any regional winner after the regional winners have been announced. The school then has the option to change the category when entering at the state level, based on the regional judges' recommendation.

The following table shows the maximum number of Regional Awards available in each region (based on the number of schools per region).

2010 Region	Regional Awards available
Central Queensland	15
Darling Downs South West	16
Far North Queensland	8
Metropolitan	20
North Coast	17
North Queensland	8
South East	13

Each region may elect not to present a Regional Award in each category. This may occur because:

1. no entry was received in that category; and/or
2. the entries received in that category were not of the standard required.

For Regional Selection Teams to award the maximum number of awards allocated to their region, all members must agree that the submissions are of the standard required to receive a Showcase Regional Award.

A maximum of two awards can be granted per category as long as the total number of awards for each region does not exceed maximum number of awards available. Regional Awards will be announced during State Education Week 2010.

4.1.2 State Finalists

The State Evaluation Team evaluates the State Award submissions, using the evaluation checklist in appendix H. The State Evaluation Team is appointed by the Showcase Board and includes specialist expertise relevant to the categories they consider. The State Evaluation Team includes members who have academic, industry and the Department of Education and Training credibility, including knowledge of current best practice across a wide range of curriculum areas.

The State Evaluation Team short-lists submissions for the Showcase Board who then select 24 State Finalists (three per category).

The State Evaluation Team Chair may recommend a change of school program category to the Showcase Board before the Board selects the 24 State Finalists. The recommendation would only come if the State Evaluation Team thought the school had a better chance of winning.

General feedback from the State Evaluation Team is provided to all unsuccessful Regional Award recipients via post. Unsuccessful Regional Award recipients may request further feedback by emailing the Showcase Project Manager.

The 24 State Finalists are planned to be announced on Monday 26 July 2010.

4.1.3 State Awards

The Showcase Board reviews the 24 State Finalist written submissions including multimedia items.

On the day of the Showcase Gala Dinner, Friday 29 October 2010, the Board meets to interview finalists and select the eight State Award winners.

The Showcase Board will split into two panels, each interviewing finalists in four categories. The interviews will be informal and take 15 minutes per finalist. The 15 minutes will consist of a ten minute pitch from the school representatives followed by five minutes question time.

Audio visual presentations are not permitted during interviews, it is a verbal interview only. As a guideline, it is recommended that your pitch includes:

- a succinct outline of the program
- how the program made a difference to student outcomes
- how the program is sustainable
- how you see the program working in other schools and
- any further developments since submitting the nomination.

Up to three people may participate in the interview (including the two state finalist representatives) and may include a student, parent or a teacher. Interview participants are at the school's discretion.

4.2 Other roles and responsibilities

Regional Directors and Executive Director (Schools)

Regional Directors and Executive Directors (Schools) are responsible for:

- identifying excellent practices within schools and encouraging them to participate in Showcase 2010
- maximising participation in Showcase across the regions
- ensuring all participants showcase their programs through local activities.

Regional Directors are also responsible for:

- appointing the Showcase Regional Coordinators (one per region)
- leading the regional evaluation and selection process. This includes developing a shared understanding of the guidelines and evaluation checklist by all members of the Regional Selection Team and providing feedback on all submissions (see appendix I)
- presenting certificates (provided by central office) to each participating school and ensuring State Education Week Regional Award presentation events involve the schools' local communities including civic and industry leaders and local Members of Parliament
- providing a report on Regional Awards and activities to the Showcase Board by **Friday 25 June 2010** (see appendix J) in addition to the State Education Week coordinator State Education Week activities and funding report.

Executive Directors (Schools) are also responsible for:

- endorsing each school submission using the Executive Director's Checklist
- validating the reporting outcomes for each submission and providing a page of comments on each submission to the Regional Selection Team
- assisting the regional evaluation and selection process. This includes developing a shared understanding of the guidelines and evaluation checklist by all members of the Regional Selection Team and providing feedback on all submissions (see appendix I)
- providing feedback and liaising with Regional Awards winners in the further development of submissions for state level judging
- approving proposals for the use of Showcase development grants received by schools in their district.

Showcase Regional Coordinators

Showcase Regional Coordinators are appointed by the Regional Directors. They play a key role in supporting the participation of schools in Showcase and in coordinating the Showcase program at the regional level and are responsible for:

- assisting schools to develop submissions
- organising workshops early in the 2010 school year to help schools understand the submission requirements
- receiving nominations
- forwarding the copies of all submissions to central office
- assisting Regional Directors and Executive Directors (Schools) to fulfil their responsibilities
- providing support for schools to display their Showcase projects during State Education Week
- working with central office staff to maximise the publicity of each school's Showcase project
- arranging the local announcement and presentation of Showcase Regional Awards with the goal of further improving the amount of community participation in Regional Award presentation events.

A list of Regional Coordinators and their contact details are available on the website at www.education.qld.gov.au/community/events/showcase.

Showcase Board

The Showcase Board membership may include:

- Director-General (chair)
- Deputy Director-General or Assistant Director-General (nominated by the Director-General)
- Executive Director, Corporate Communication and Marketing
- high-profile business people
- representatives of media organisations
- high-profile academic representatives
- a representative from the Queensland Teachers' Union
- a representative from the Queensland Association of State School Principals
- a representative from the Queensland Secondary Principals' Association
- a representative from the Queensland State P10 – 12 School Administrators' Association
- a representative from the Association of Special Education Administrators in Queensland
- a representative from the Queensland Council of Parents and Citizens' Associations
- one Regional Director/Executive Director (Schools)
- additional nominees at the discretion of the Director-General.

The Showcase Board is responsible for:

- providing advice on implementation of the project
- engaging the State Evaluation Team to short-list the Regional Award submissions
- selecting the 24 State Finalists
- selecting the eight projects to receive Showcase State Awards.

5. Showcasing projects - Promoting and sharing excellent practice

All award recipients are expected to share their Showcase projects with their peers and with the community throughout the process.

Local ways to showcase your school

All schools are expected to promote their Showcase activities in the local community during State Education Week 2010 with an event or display. Ideally, large combined events by districts within regions should be organised to allow the presentation of Showcase Regional Awards by a senior officer such as an Assistant Director-General or member of the Department's Strategic Management Team. The events will be organised by the region's Showcase Coordinators.

Events should:

- be inclusive rather than exclusive (that is, not invitation-only functions)
- allow students to participate in the celebrations
- involve local employers, past students, civic and industry leaders such as council representatives and local Members of Parliament
- be held at a time that encourages teachers, parents and the wider community to attend (for example, after school, evening)
- recognise staff and volunteers who have contributed extra time and effort.

Refer to www.education.qld.gov.au/strategic/eppr/marketing/edmpr001/ for more information about staging successful events.

State Education Week event funding

Regional Offices will each receive funding for community engagement activities being held during State Education Week 2010 (24-28 May) for Showcase Awards only.

Regional Showcase Coordinators will need to work together to determine how the funding will be spent in each district or across the region. Funding needs to be distributed in the most equitable way to ensure the objectives of the Showcase Awards are met.

Regional Showcase Coordinators will work with schools to plan events being staged during State Education Week 2010.

Regional Coordinators are asked to prepare information on event details, outlining the Showcase activities planned for State Education Week 2010. This should be sent to the Showcase Project Manager as soon as it is available.

Accountability

Regional Directors and Executive Directors (Schools) are required to report on the State Education Week Showcase activities and use of funding (using appendix J). All expenditure

must be made in accordance with the Department of Education and Training's purchasing policy.

6. Development grants

All development grants (region or state level) are paid to the selected schools through the GAPs system.

All development grants must meet Queensland's financial legislation requirements and Education Queensland's purchasing policy.

<http://oneportal.deta.qld.gov.au/Services/Finance/FinancialManagement/Expenditure/Pages/Purchasing.aspx>

The development grants are aimed to assist further development of the winning school program and may be used for various purposes including:

- study leave
- research – further or new
- conference attendance or presentation
- professional resources
- study support
- publication and distribution
- team building
- staff professional development.

6.1 Accountabilities

When awarded a Showcase development grant, the school must prepare a proposal that:

- is consistent with the school's Partnership Agreement or School Planning Overview
- is signed off by the Executive Director (Schools)
- indicates how the development grant will be spent
- outlines how the school has shared information and/or knowledge about its program (that is, inquiries from other schools).

A form for development grant proposals is included in the Showcase Guidelines (appendix K). When signed off by the Executive Director (Schools), the approved development grant proposal is included in the school's Annual Operational Plan. A report on activities associated with a development grant must be included in the next School Annual Report.

Additionally, schools receiving Showcase Awards at state level are required to provide the Showcase Board with a copy of their development grant proposal signed by the Executive Director (Schools). This copy should be mailed or faxed to the Showcase project officer by **11 November 2010**.

7. Key dates

30 November 2009	2010 Showcase launch announcement 2010 Guidelines on the Showcase website
12 Dec 2009 - 25 Jan 2010	School holidays

26 February 2010	Schools to send Showcase Expression of Interest Forms to Regional Coordinators Regional Coordinators advise Showcase Project Manager of their region's Expression of Interests via Excel spreadsheet
9 March 2010	Showcase Board meeting no. 1
26 March 2010	Showcase 2010 Regional Award submissions close Originals to be signed by Executive Directors (Schools) and submitted to Regional Coordinators Electronic submissions to be emailed to Showcase Project Manager
31 March 2010	Executive Directors' (Schools) checklists to be completed for all submissions Submissions requiring additions are returned to schools for update
2-11 April 2010	School holidays
19 April 2010	Final date for returned submissions to be resubmitted to Executive Directors (Schools) for sign-off
27 April – 7 May 2010	Regional judging carried out by Regional Selection Teams
10 May 2010	Chairs of Regional Selection Teams (or Regional Directors) to advise Showcase Project Manager of Regional Award selections Regional Coordinators to advise Showcase Project Manager what Showcase activities they are planning for State Education Week 2010
14 May 2010	Showcase Board meeting no. 2
24 – 28 May 2010	State Education Week 2010 Local showcasing of all Showcase 2010 submissions/projects Announcements of Showcase Regional Awards Presentation of Showcase Regional Awards
23 June 2010	Showcase 2010 State Award submissions close and are sent to Regional Coordinators and Showcase Project Manager Original submissions to be checked and signed by Executive Directors (Schools) and submitted to Regional Coordinators
25 June 2010	Deadline for Executive Directors (Schools) to check and sign all submissions and send (electronic and hard copy) to Showcase Project Manager at central office Regional Director's reports due to Showcase Project Manager
28 June – 11 July 2010	School holidays
13 – 14 July 2010	State Evaluation Team/s convene to assess regional award submissions and provide Showcase Board a shortlist of state finalists (shortlist of six per category)
21 July 2010	Showcase Board meeting no. 3 Showcase Board confirms 24 state finalists
26 July 2010	Announcement of Showcase 2010 state finalists

26 July – 6 Aug 2010	Scheduling vignette filming dates with state finalists
August/September	Filming of state finalist video vignettes at schools
31 Aug – 1 Sept 2010	Queensland Core Skills Test
20 Sept – 3 Oct 2010	School holidays
29 October 2010	Showcase Awards Gala Dinner Showcase Board meeting no. 4 Showcase Board select eight state awards
11 November 2010	State finalists' development grant proposals due at central office (schools to forward these directly to the Showcase project officer)
17 November 2010	Showcase Board meeting no. 5
30 November 2010	Showcase 2011 launch announcement 2011 Guidelines on the Showcase website
11 December 2010	School breaks

8. Showcase contacts

Showcase Project Manager:

Name: Jana Muzik, Senior Programs and Events Officer

Phone: 07 3239 0218

Fax: 07 3836 0002

Email: Jana.Muzik@deta.qld.gov.au

Postal address: PO Box 15033, City East Qld 4002

Delivery address: Corporate Communication and Marketing, Level 20, Education House, 30 Mary Street, Brisbane

Expression of Interest

Please forward this completed form to your Showcase Regional Coordinator by 26 February 2010. Regional information and contact details can be found on the website at www.education.qld.gov.au/community/events/showcase/reg-coordinators.html.

Title of submission (or working title):

School/s:

Cluster name (if applicable):

Lead school contact details (if applicable):

Region:

Name and position of key project contact person:

Key contact's phone number:

Key contact's email address:

Please indicate (✓ or x) the category you plan to nominate on your submission. See section 1.2 of the Showcase Guidelines for more information.

- | | |
|--------------------------|---------------------------------------------------------------------|
| <input type="checkbox"/> | Showcase Award for Excellence in the Early Phase of Learning |
| <input type="checkbox"/> | Showcase Award for Excellence in the Middle Phase of Learning |
| <input type="checkbox"/> | Showcase Award for Excellence in the Senior Phase of Learning |
| <input type="checkbox"/> | Showcase Award for Excellence in Inclusive Education |
| <input type="checkbox"/> | Showcase Award for Excellence in Leadership |
| <input type="checkbox"/> | Showcase Award for Excellence in Innovation |
| <input type="checkbox"/> | Showcase Award for Academic Excellence |
| <input type="checkbox"/> | Showcase Award for Excellence in Community or Industry Partnerships |

Project promotion

Provide a short description of the community engagement activity you are planning to organise that will promote this entry to the local community during State Education Week. This type of activity could include a district-wide event, a combined performance/display at a local shopping centre, or a special event that includes local schools and key community members.

Project summary

Provide a short description of the program (100 word limit).

The project summary should include:

- *a sentence that explains what the program/initiative is or what the school did*
- *what the program/initiative achieves*
- *the measurable outcomes*

Principal's name: _____

Principal's signature: _____

Date: _____

Regional Award Submission Cover Sheet

Title of submission: (Short and catchy)

School/s:

Cluster name (if applicable):

Region: (See section 4.1.1 of the guidelines for details)

Key contact person:

Name _____

Position _____

Phone number _____

Mobile phone number _____

Email address _____

Principal:

Name _____

Phone number _____

Email address _____

Please nominate the Showcase category for your project. Please nominate one category only.
(See section 1.2 of the guidelines for more information.)

- | | |
|--------------------------|---------------------------------------------------------------------|
| <input type="checkbox"/> | Showcase Award for Excellence in the Early Phase of Learning |
| <input type="checkbox"/> | Showcase Award for Excellence in the Middle Phase of Learning |
| <input type="checkbox"/> | Showcase Award for Excellence in the Senior Phase of Learning |
| <input type="checkbox"/> | Showcase Award for Excellence in Inclusive Education |
| <input type="checkbox"/> | Showcase Award for Excellence in Leadership |
| <input type="checkbox"/> | Showcase Award for Excellence in Innovation |
| <input type="checkbox"/> | Showcase Award for Academic Excellence |
| <input type="checkbox"/> | Showcase Award for Excellence in Community or Industry Partnerships |

ENTERING YOUR REGIONAL SUBMISSION

- 1. Ensure you have enclosed all compulsory information by completing the Entrants' Checklist in appendix C.**
- 2. Ensure the principal signs this cover sheet.**
- 3. Forward your submission to your Showcase Regional Coordinator by 26 March 2010.**

Signature of Principal

Date

To be signed by the Executive Director (Schools) after completion of the checklist in appendix F.

I support this submission and its entry in the Showcase Awards for Excellence in Schools 2010. This submission meets the requirements set out in the Executive Director's Checklist.

Signature of Executive Director (Schools)

Date

All submissions remain the intellectual property of the Department of Education and Training .If a submission uses material from a source not covered by Department of Education and Training licences, permission for use of that material must be sought prior to entry of the submission and written proof of permission must be included in the submission.

Regional Award Submission Template

Description: (A detailed description of the submission including the program's contribution to quality outcomes and continuous improvement for students, see section 3.2 of the Showcase Guidelines)

Outcomes: (A description of the quality and continuously improved outcomes that have been achieved, including an explanation of how the outcomes are a result of the described practice, see section 3.2 of the Showcase Guidelines)

Evidence: (Evidence supporting the achievement of the claimed outcomes including any performance measures used, see section 3.5 of the Showcase Guidelines)

Other documentation: (Other documentation that describes the significance of the achieved outcomes. These items should be presented as an appendix)

Please refer to section 1.2.1 of the Showcase Guidelines to ensure you cover all parts of the criterion.

You may refer to the state award winning submissions on the Showcase website at www.education.qld.gov.au/community/events/showcase/2009/2009-state-finalists.html for examples on how to fulfil this part of the submission.

Regional Award Entrants' Checklist

This checklist is designed to help entrants ensure they have enclosed all of the required information and documentation to enter the Showcase Awards for Excellence in Schools.

The **Regional Award submission** is due to your Showcase Regional Coordinator by **26 March 2010**.

✓ WHEN INCLUDED	CHECKLIST ITEM
	Completed submission cover sheet including key contact person's details and a short overview of the project.
	Cover sheet is signed by the Principal.
	Showcase category nominated on the cover sheet.
	Maximum two pages of submission information and 10 pages of appendixes (12 A4 pages).
	Minimum font size of 11 points.
	Brief description of the program's contribution to quality outcomes and continuous improvement for students.
	Detailed description of the quality and continuously improved outcomes for students achieved by the project including processes.
	Evidence supporting the achievement of the claimed outcomes (see section 3.5 of the Showcase Guidelines for acceptable forms of evidence).
	Submission includes a range of features including sustainability, innovation, transferability of process or inclusivity.
	Signed statement from the principal that supports the significance of the outcomes. N.B. In the electronic copy of the submission, the signature is optional.
	Signed statement from School Council or P & C Association that supports the significance of the outcomes. N.B. In the electronic copy of the submission, the signature is optional.
	List of names and roles of the people involved.
	Intellectual property clearance (if required, otherwise enter N/A).

State Award Submission Cover Sheet

Title of submission: (Short and catchy)

School/s:

Cluster name (if applicable):

Region: (See section 4.1.1 of the guidelines for details)

Key contact person:

Name _____

Position _____

Phone number _____

Mobile phone number _____

Email address _____

Principal:

Name _____

Phone number _____

Email address _____

Please nominate the Showcase category for your project. Please nominate one category only.
(See section 1.2 of the guidelines for more information.)

- | | |
|--------------------------|---------------------------------------------------------------------|
| <input type="checkbox"/> | Showcase Award for Excellence in the Early Phase of Learning |
| <input type="checkbox"/> | Showcase Award for Excellence in the Middle Phase of Learning |
| <input type="checkbox"/> | Showcase Award for Excellence in the Senior Phase of Learning |
| <input type="checkbox"/> | Showcase Award for Excellence in Inclusive Education |
| <input type="checkbox"/> | Showcase Award for Excellence in Leadership |
| <input type="checkbox"/> | Showcase Award for Excellence in Innovation |
| <input type="checkbox"/> | Showcase Award for Academic Excellence |
| <input type="checkbox"/> | Showcase Award for Excellence in Community or Industry Partnerships |

Submission overview: (maximum 100 words. Please use simple language suitable for public relations and media use)

The submission overview should include:

- *a sentence that explains what the program/initiative is or what the school did*
- *what the program/initiative achieves*
- *the measurable outcomes*

OPTIONAL multimedia item for State Award Submissions ONLY:

(For further information see guidelines appendix L)

If included, please tick (✓)

To be supplied on one compact disc with the hard copy. Multimedia item are not required electronically.

Personnel involved in the project (names and roles):

ENTERING YOUR STATE SUBMISSION

- 1. Ensure you have enclosed all compulsory information by completing the Entrants' Checklist in appendix E.**
- 2. Ensure the principal signs this cover sheet.**
- 3. Send your submission to your Showcase Regional Coordinator for checking by Wednesday 23 June 2010.**

Signature of Principal

Date

To be signed by the Executive Director (Schools) after completion of the checklist in appendix F.

I support this submission and its entry in the Showcase Awards for Excellence in Schools 2010. This submission meets the requirements set out in the Executive Director's Checklist.

Signature of Executive Director (Schools)

Date

All submissions remain the intellectual property of the Department of Education and Training. If a submission uses material from a source not covered by Department of Education and Training licences, permission for use of that material must be sought prior to entry of the submission and written proof of permission must be included in the submission.

State Award Submission Template

Description: (A detailed description of the submission including the program's contribution to quality outcomes and continuous improvement for students)

Statement describing the submission's connection to Toward Q2: Tomorrow's Queensland:

Outcomes: (A description of the quality and continuously improved outcomes that have been achieved, including an explanation of how the outcomes are a result of the described practice)

Evidence: (Evidence supporting the achievement of the claimed outcomes including any performance measures used, see section 3.5 of the Showcase Guidelines)

Other documentation: (Other documentation that describes the significance of the achieved outcomes. These items should be presented as an appendix)

Please refer to section 1.2.1 of the Showcase Guidelines to ensure you cover all parts of the criterion.

You may refer to the state award winning submissions on the Showcase website at www.education.qld.gov.au/community/events/showcase/2009/2009-state-finalists.html for examples on how to fulfil this part of the submission.

State Award Entrants' Checklist

This checklist is designed to help entrants ensure they have enclosed all of the required information and documentation to enter the Showcase Awards for Excellence in Schools.

Regional Award winners are invited to nominate for a Showcase State Award.
The State Award submission is due to Showcase Regional Coordinators by **23 June 2010**.

✓ WHEN INCLUDED	CHECKLIST ITEM
	Completed submission cover sheet including key contact person's details and a short overview of the project.
	Cover sheet is signed by the Principal.
	Showcase category nominated on the cover sheet.
	Maximum five pages of submission information and 10 pages of appendixes (15 A4 pages).
	Minimum font size of 11 points.
	Brief description of the program's contribution to quality outcomes and continuous improvement for students.
	Statement describing the submission's connection to Toward Q2: Tomorrow's Queensland.
	Detailed description of the quality and continuously improved outcomes for students achieved by the project including processes.
	Evidence supporting the achievement of the claimed outcomes (see section 3.5 of the Showcase Guidelines for acceptable forms of evidence).
	Submission includes a range of features including sustainability, innovation, transferability of process or inclusivity.
	Signed statement from the principal that supports the significance of the outcomes. N.B. In the electronic copy of the submission, the signature is optional.
	Signed statement from School Council or P & C Association that supports the significance of the outcomes. N.B. In the electronic copy of the submission, the signature is optional.
	List of names and roles of the people involved.
	Intellectual property clearance (if required, otherwise enter N/A).

Executive Director's Checklist

Title of submission:

School/s:

Region:

This checklist is to be used by Executive Directors (Schools) to ensure that all submissions considered for a Showcase Regional Award include the required information and documentation. To move forward to the regional selection process, each submission must satisfy all items on this checklist.

✓ WHEN INCLUDED	CHECKLIST ITEM
	Completed submission cover sheet including key contact person's details and a nominated Showcase category.
	A short, catchy title and summary of the project for media and publicity purposes.
	Cover sheet is signed by the principal.
	Maximum two pages for regional and five pages for state of submission information and 10 pages of appendixes (excludes A4 page cover sheet and project summary).
	Minimum font size of 11 points.
	Brief description of the program's contribution to quality outcomes and continuous improvement for students.
	Statement describing the submission's connection to Toward Q2: Tomorrow's Queensland (State Award submission only).
	Description of the quality and continuously improved outcomes for students achieved by the project including processes.
	Evidence supporting the achievement of the claimed outcomes (see section 3.5 of the Showcase Guidelines for acceptable forms of evidence)
	Signed statement from the principal that supports the significance of the outcomes.
	Signed statement from School Council or P & C Association that supports the significance of the outcomes.
	List of names and roles of the people involved in the project.
	Evidence that the project is already operational and demonstrating the claimed outcomes.
	Intellectual property clearance (if required, otherwise enter N/A).
	Suitable optional multimedia item provided on one compact disc (State Award submission only).

Regional Award Evaluation Checklist

The vision for Education Queensland is to deliver world-class education and training (Toward Q2: Tomorrow's Queensland, p. 7).

Title of submission: _____ **School/s:** _____

District: _____ **Region:** _____

The Showcase 2010 Guidelines state that:

- THERE IS ONE OVERARCHING CRITERION:

THE PROGRAM/INITIATIVE MUST SIGNIFICANTLY CONTRIBUTE TO STUDENTS' QUALITY OUTCOMES AND CONTINUOUS IMPROVEMENT. THESE COULD INCLUDE EDUCATION, PERSONAL, HEALTH AND SOCIAL WELLBEING AND VOCATIONAL OUTCOMES.

- Content, not presentation, is the basis for selection for the awards.
- Both qualitative and quantitative data are acceptable (refer to section 3.5 of the Showcase Guidelines)

Checklist:

EVIDENCE SUPPORTING ACHIEVEMENT OF CLAIMED OUTCOMES

STATEMENTS FROM OTHER PERSON/S OR ORGANISATION/S

NAMES AND ROLES OF PEOPLE INVOLVED

THE PROGRAM INCLUDES A RANGE OF THE FOLLOWING FEATURES:

ABLE TO BE PROMOTED AS BEST PRACTICE

SUSTAINABILITY

INTELLECTUAL PROPERTY CLEARANCE (IF REQUIRED)

TRANSFERABILITY OF PROCESS

OTHER DOCUMENTATION THAT SUPPORTS THE SIGNIFICANCE OF THE OUTCOMES:

INNOVATION

INCLUSIVITY

PRINCIPAL'S STATEMENT

STATEMENT FROM SCHOOL COUNCIL OR P&C ASSOCIATION

Global rating based on single criterion – please circle:

15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0
----	----	----	----	----	----	---	---	---	---	---	---	---	---	---	---

(15 = highest, 0 = lowest)

AWARD RECIPIENT: Yes No maybe



State Award Evaluation Checklist

The vision for Education Queensland is to deliver world-class education and training (Toward Q2: Tomorrow's Queensland, p. 7).

Title of submission: _____ **School/s:** _____
District: _____ **Region:** _____

The Showcase 2010 Guidelines state that:

- THERE IS ONE OVERARCHING CRITERION:
THE PROGRAM/INITIATIVE MUST SIGNIFICANTLY CONTRIBUTE TO STUDENTS' QUALITY OUTCOMES AND CONTINUOUS IMPROVEMENT. THESE COULD INCLUDE EDUCATION, PERSONAL, HEALTH AND SOCIAL WELLBEING AND VOCATIONAL OUTCOMES.
- Content, not presentation, is the basis for selection for the awards.
- Both qualitative and quantitative data are acceptable (refer to section 3.5 of the Showcase Guidelines).

Checklist:

- | | |
|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| <input type="checkbox"/> STATEMENT DESCRIBING THE SUBMISSION'S CONNECTION TO TOWARD Q2: TOMORROW'S QUEENSLAND | <input type="checkbox"/> STATEMENT FROM SCHOOL COUNCIL OR P&C ASSOCIATION |
| <input type="checkbox"/> EVIDENCE SUPPORTING ACHIEVEMENT OF CLAIMED OUTCOMES | <input type="checkbox"/> STATEMENTS FROM OTHER PERSON/S OR ORGANISATION/S |
| <input type="checkbox"/> NAMES AND ROLES OF PEOPLE INVOLVED | THE PROGRAM INCLUDES A RANGE OF THE FOLLOWING FEATURES: |
| <input type="checkbox"/> ABLE TO BE PROMOTED AS BEST PRACTICE | <input type="checkbox"/> SUSTAINABILITY |
| <input type="checkbox"/> INTELLECTUAL PROPERTY CLEARANCE (IF REQUIRED, OTHERWISE ENTER N/A) | <input type="checkbox"/> TRANSFERABILITY OF PROCESS |
| OTHER DOCUMENTATION THAT SUPPORTS THE SIGNIFICANCE OF THE OUTCOMES: | <input type="checkbox"/> INNOVATION |
| <input type="checkbox"/> PRINCIPAL'S STATEMENT | <input type="checkbox"/> INCLUSIVITY |

Global rating based on single criterion – please circle:

15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0
----	----	----	----	----	----	---	---	---	---	---	---	---	---	---	---

(15 = highest, 0 = lowest)

AWARD
RECIPIENT:

- Yes No maybe



Regional Selection Feedback Form

Title of submission:

School/s:

Cluster name (is applicable):

Region:

Areas of strength in this submission:

-
-
-

Areas that need further information or supportive evidence:

-
-
-

Areas that need to be clearer:

-
-
-

Other suggestions for improvement:

-
-
-

General comments:

Thank you for submitting this project in the Showcase Awards for Excellence in Schools 2010. The Regional Selection Team appreciates the effort and time you have put into this submission.

We wish you success with this submission at the state level.

We encourage you to re-submit this project in the Showcase Awards for Excellence in Schools 2011.

Signature of Regional Selection Team Chair: _____

Date: _____

Signature of Regional Director: _____

Date: _____

Regional Report Form

Region

This Region includes: _____ District/s

Members of Regional Selection Team:

- List all members' names and whom they represent

Process used to select submission/s for Showcase Regional Awards:

- Provide a short description of the process used

List of all submissions received in the Region:

School/team <i>(add more rows if required)</i>	Title of submission

List of recipients of Showcase Regional Awards:

- List the name of the school/s and the title of each project selected to receive a Regional Award. Also include a short statement of the reasons for selection or the strengths of each project.

Category	School/team <i>(add more rows if required)</i>	Title of submission	Reason/s for selection

Summary of State Education Week Showcase activities held in the Region:

- Briefly describe all State Education Week Showcase activities held in the Region (include all school-based activities).
- List all schools (not just Showcase schools) that participated.

Comments:

- This section will be used to inform future Showcase implementation. Please comment on how the guidelines, selection process and information provided could be improved.

Signature of Regional Director

Date

Please forward this signed report to the Showcase Project Manager, PO Box 15033, City East QLD 4002 or by fax to 3836 0002 by **Friday 25 June 2010**.

Development Grant Proposal Form

State Finalists and State Winner recipients ONLY to return this form to Showcase Project Manager, Central Office.

Title of submission:

School/s:

Cluster name (if applicable):

Region:

Total amount of development grants included in this proposal:

Please ✓ as applicable	Type of Award received	\$ Value
	Regional Award	\$1,000
	State Finalist Award	\$5,000
	State Award	\$20,000
	Total	\$

Overview of proposal:

- This project will be included in the school's Annual Operational Plan for 2010.
- A report on activities associated with this development grant will be included in the next School Annual Report.

Signature of principal _____

Date _____

Signature of Executive Director (Schools) _____

Date _____

Appendix L

Technical advice on multimedia material

Multimedia material is an optional part of a Showcase State Award submission.

Multimedia material should be supplied on a CD or DVD with the hard copy submission.

The multimedia item must be able to be viewed on a standard PC. Acceptable forms of multimedia include:

- a PowerPoint slideshow (.pps NOT .ppt). PowerPoint 2003 file is preferred, however a PowerPoint 97 file is acceptable.
- a multimedia file that can be run using Windows Media Player or VLC Media Player.

Multimedia material should support or enrich the information presented in the written submission, not repeat it in another form, for example:

- a PowerPoint slideshow developed for local showcasing activities to summarise the key points of the project would not be a useful inclusion because this information should be covered in the five-page submission
- a PowerPoint slideshow including photos or Media Player file footage of a key event integral to the submission would be useful

Video and DVD footage should be converted to enable access using Windows Media Player or VLC Media Player so that judging panels can access the complete submission from a PC. If this is not possible, please contact the Showcase Project Manager for further advice.

The multimedia item must be a single presentation and run for no longer than three minutes. Longer presentations will be cut short by evaluators whose time to view and read submissions is limited. Entrants should test their presentations to ensure the time limit is met.

Should multimedia material be submitted in any other software format, it must be accompanied with a version of the appropriate software player that is:

- licensed
- able to be installed by the Department of Education and Training technical support staff
- compatible with Windows XP and Office 2003

A multimedia item should not contain material subject to copyright unless clearance is obtained and documented in the submission. This includes music that accompanies your multimedia item.

Digital presentations must be less than 500 MB to avoid halts during the running caused by the computer swapping data into the memory. All linked files (including webpages and sound files) required to run a digital presentation must be provided. Evaluators may not have access to the Internet when viewing submissions. All files required for a digital presentation must be supplied on a single disc.

All digital presentations (for example, PowerPoint slideshows) must run continuously without need for intervention to advance the slides or alter the durations. Please ensure that slide transitions/animations are set to time advance and that appropriate time is allowed to read each slide.

Digital presentations must be capable of being run from drives other than the D:\ drive commonly allocated as the CD-ROM drive on a stand-alone computer.

Feedback from the State Evaluation Team

- A few submissions had been entered too early in their life cycle and were not yet able to demonstrate sustainability.
- Schools are to be encouraged to continue resubmitting their programs as more supporting data is collected. It's important that education terminology and other information, e.g. personnel, be updated in the submission.
- Stated outcomes should be supported by accurate and current data. Some submissions did not clearly outline outcomes and some schools' data had been drawn from weak evaluation.
- School Opinion Surveys should be backed by other data to support and supplement results where possible.
- When using percentages in data, a sample size should be stated so the information may be properly evaluated. (Value of percentages can vary greatly if sample size is small)
- Schools would benefit by clearly outlining what outcomes they are wishing to measure before sourcing data.
- Analysis of data should be validated.
- Stated objectives should be clear and consistent.
- Submission should be logically structured using the template provided. Applicants should use clear, plain and simple English and correct spelling and grammar is a must. It is recommended schools provide submissions to an external party to review for readability prior to submitting.
- Written submissions should be focussed and engaging.
- Schools are encouraged to refrain from using an overload of acronyms. If necessary, include a legend. Schools should keep in mind that many State Evaluation Team members are not education specialists.
- Font size of data, graphs and tables must be readable.
- Feedback from panels must be taken onboard if schools are resubmitting in a subsequent year.
- Letters of support should be written from current personnel.
- Multimedia items should be used appropriately and should enhance the written submission.
- Audio in multimedia should be at the correct level.
- Multimedia material should be developed in accordance with the specifications in the Showcase Guidelines (appendix L) to ensure that they can be viewed during the judging process. They should be kept to three minutes only.