

# Showcase2017

Awards for Excellence in Schools

## Submission guidelines



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# 1. The Showcase Awards for Excellence in Schools

## 1.1 Background

The Department of Education and Training (DET) Showcase Awards for Excellence in Schools (Showcase Awards) are presented annually to Queensland state schools that are significantly improving student learning outcomes and bringing our State Schools Strategy to life.

Central to the State Schools Strategy is the department's collaborative empowerment business model. The Showcase Awards seek to recognise initiatives or implemented professional practices that:

- demonstrate people working together and communicating better with each other
- develop our people
- review our performance.

The awards further aim to:

- celebrate excellent teaching and leadership practices in Queensland state schools
- recognise progress over time and effective improvement plans
- foster a learning culture by sharing evidence-informed practice within and across schools.

Acknowledged as the Queensland Government's most prestigious educational awards, the Showcase Awards reward and recognise dedicated teachers, principals, leadership teams and school communities with the chance to share in more than \$630,000 of development grants.

## 1.2 Key dates

21 February 2017	Nominations open
19 May 2017	Nominations close
5 – 9 June 2017	Regional selection team judging
22 June 2017	Announcement of the Showcase Awards regional award winners and commendations
18 – 19 July 2017	State evaluation team judging
31 July 2017	Announcement of the Showcase Awards state finalists
August – September 2017	Filming of state finalists' vignettes
11 September 2017	Gala dinner tickets on sale
26 – 27 October 2017	State winner judging by Showcase Awards Board
27 October 2017	Queensland celebrates World Teachers' Day Showcase Awards gala dinner – announcement of the state award winners

## 1.3 Eligibility

Participation is open to all Queensland state schools and employees.

Nominations may be submitted by anyone who has identified a teacher, leader, leadership team, school or school program in their region worthy of recognition.

Submissions that have previously been awarded a State Showcase Award are not eligible to be judged again, regardless of whether the program has been adapted.

Please refer to Section 2 of this document for any additional category eligibility.

## 2. Categories

The purpose of each of the 11 award categories is provided in this section, with focus areas drawn from the *State Schools Strategy*.

### 2.1 The Showcase Award for Excellence in the Early and Primary Years

Recognises initiatives that demonstrate positive outcomes and measurable improvement for young children and students from pre-Prep to Year 6 through one or more of the following focus areas<sup>1</sup>:

- systematic curriculum delivery
- effective pedagogical practices
- school-community partnerships
- instructional leadership.

### 2.2 The Showcase Award for Excellence in the Junior Secondary Years

Recognises initiatives that demonstrate positive outcomes and measurable improvement for Year 7 to 9 students through one or more of the following focus areas<sup>2</sup>:

- distinct identity
- quality teaching
- student wellbeing
- school-community partnerships
- instructional leadership
- local decision making.

### 2.3 The Showcase Award for Excellence in the Senior Years

Recognises initiatives that demonstrate positive outcomes and measurable improvement for Year 10 to 12 students through one or more of the following focus areas<sup>3</sup>:

- flexible education and training
- opportunities, including post-secondary pathways
- engaging students as active learners
- systematic curriculum delivery
- effective pedagogical practices
- school-community partnerships
- instructional leadership.

### 2.4 The Showcase Award for Excellence in Inclusive Education

Recognises initiatives that demonstrate positive outcomes and measurable improvement for students through one or more of the following focus areas<sup>4</sup>:

- catering for their diverse needs
- identifying and removing barriers to achievement
- consistent curriculum and high quality teaching
- school-community partnerships
- instructional leadership.

### 2.5 The Showcase Award for Excellence in Community Engagement

Recognises initiatives that demonstrate positive outcomes and measurable improvement for students through one or more of the following focus areas:

- strategic partnerships with students, staff, parents, businesses and/or local communities
- targeted initiatives that meet the needs of students beyond the capacity of school resources
- planning, monitoring and reviewing of community engagement to ensure impact and sustainability.

<sup>1</sup> Based on the domains in the [School Improvement Hierarchy](#) which is informed by the [National School Improvement Tool](#).

<sup>2</sup> Based on the domains in the [School Improvement Hierarchy](#) which is informed by the [National School Improvement Tool](#).

<sup>3</sup> Based on the domains in the [School Improvement Hierarchy](#), which is informed by the [National School Improvement Tool](#).

<sup>4</sup> Based on the domains in the [School Improvement Hierarchy](#), which is informed by the [National School Improvement Tool](#).

## 2.6 The Showcase Award for Excellence in Industry Partnerships

Recognises initiatives that demonstrate positive outcomes and measurable improvement for students through one or more of the following focus areas:

- partnerships with universities or organisations that enhance participation and student learning in STEM, coding or robotics, languages or other priority areas
- industry-based initiatives using an integrated curriculum, structured industry placements, school-based apprenticeships, traineeships or cadetships
- projects that promote learning and target student needs through collaboration with business and/or industry.

## 2.7 The Showcase Award for Excellence in Global Engagement

Recognises initiatives which demonstrate positive outcomes and measurable improvement for students through one or more of the following focus areas:

- global connections through education partnerships
- a focus on languages and intercultural understanding
- collaboration with international students and communities.

**Submissions for the following awards (2.8 – 2.11) should focus on the actions or professional practices implemented and the evidence of measurable improvement.**

## 2.8 The Showcase Award for Teacher of the Year

Recognises an outstanding state school teacher who has demonstrated evidence-informed and/or innovative teaching methods to improve student outcomes through one or more of the following focus areas<sup>5</sup>:

- evaluating and improving teaching and learning programs
- aligning curriculum, pedagogy, assessment and reporting effectively
- creating and maintaining safe, supportive, inclusive and connected learning environments
- collaborating professionally with colleagues to address student learning needs and tailor professional learning.

### Eligibility

This award is open to all employees working in a teaching role and currently employed in Queensland state schools. Nominees must be working in a teaching role at the time of nomination. In addition, nominees who have been employed on a contract for a continuous period of greater than 12 months are also eligible to be nominated or to self-nominate for this award.

## 2.9 The Jack Pizzey Award for Principal of the Year

Recognises an outstanding state school principal who has, through their leadership, affected positive outcomes and measurable improvement through one or more of the following focus areas<sup>6</sup>:

- leading teaching and learning to address the strengths, needs and interests of every student
- developing self and others to achieve high standards of collegial professionalism and develop leadership capability
- leading improvement, innovation and change within and beyond the school to contribute to system-wide priorities
- engaging and working with the community to maximise learning opportunities and student wellbeing.

### Eligibility

This award is open to all principals currently employed in Queensland state schools. Nominees must be working in the role of principal at the time of nomination. In addition, acting principals who have acted in the role for a continuous period of greater than 12 months are also eligible to be nominated or to self-nominate for this award.

<sup>5</sup> Based on the domains of the [Australian Professional Standards for Teachers](#).

<sup>6</sup> Based on the [Australian Professional Standard for Principals](#).

Submissions must include a brief signed statement from an Assistant Regional Director verifying that they endorse the submission as being true and accurate in the supporting documentation.



### Jack Pizzey

The Jack Pizzey Award for Principal of the Year honours the memory of Jack Charles Allan Pizzey (1911–1968) who was a former state school teacher and Education Minister renowned for his commitment to secondary schooling. He was responsible for increasing the number of state high schools from 30 to 96 and for driving the creation of a second teachers college in Brisbane and planning two others.

He was also involved in establishing the state's first regional university in Townsville, planning a second university in Brisbane and decentralising technical education. Jack Pizzey was the Premier of Queensland from 17 January 1968 until his death on 31 July that year.

## 2.10 The Showcase Award for Leadership Team of the Year

Recognises an outstanding leadership team that has driven improvement and innovation, resulting in positive outcomes and measurable improvement through one or more of the focus areas<sup>7</sup>:

- collaborating within and beyond their school on a cohesive and explicit improvement agenda that contributes to system-wide improvement
- establishing a culture of evidence-informed decision making
- leading professional learning to improve systematic curriculum delivery, to develop expert teaching teams or to deliver differentiated teaching and personalised learning
- targeting resources to enable effective innovation in teaching and learning.

### Eligibility

All Queensland state school leadership teams are eligible to be nominated or to self-nominate for this award. Leadership teams from across schools and clusters can apply. All team members must be employed in a Queensland state school at the time of nomination.

## 2.11 The Showcase Award for State School of the Year

Recognises a state school that has demonstrated measurable improvement and positive outcomes for students through one or more of the following focus areas<sup>8</sup>:

- collaborating within and beyond their school on a cohesive and explicit improvement agenda that contributes to system-wide improvement
- establishing a culture of evidence-informed decision making
- leading professional learning to improve systematic curriculum delivery, to develop expert teaching teams or to deliver differentiated teaching and personalised learning
- targeting resources to enable effective innovation in teaching and learning.

<sup>7</sup> The focus areas are based on the domains in the [School Improvement Hierarchy](#), informed by the [National School Improvement Tool](#).

<sup>8</sup> The focus areas are based on the domains of the [School Improvement Hierarchy](#), informed by the [National School Improvement Tool](#).

### 3. Judging standards

Judging standards (Attachment A) based on the department's [Standards of Evidence](#) will be used to select award winners. The *Standards of Evidence* create a common language and shared understanding about how to use and generate evidence of improvement and innovation.

The four dimensions of the *Standards of Evidence* are:

- Design – the quality of attribution of measurable change to the initiative or professional practices
- Impact – the size or strength of measurable change
- Scalability – the implementation context
- Investment – the understanding of the costs or cost effectiveness of the initiative or professional practices

Nominees are encouraged to engage in the *Standards of Evidence* through professional development activities:

- visit the Evidence Hub website
- engage in calibrations or mock calibrations (for information regarding these events, contact your [regional coordinator](#))
- work with colleagues who are engaging with the *Standards of Evidence* as part of their everyday work (e.g. Master Teachers, leadership teams or coaches).

Successful submissions identify and address award focus areas and align with systemic priorities, the [Advancing education: an action plan for education in Queensland](#), the [DET Strategic Plan 2016-20](#), the [State Schools Strategy](#) and departmental policies<sup>9</sup>. They also comply with national and state legislation.

### 4. Awards process

There are six stages in the Showcase Awards submission and selection process.

#### 4.1 Award submission

After reading these guidelines, select the award category relevant for your nomination and complete the submission template. The template contains headings and guidance to assist nominees to write a submission that can be evaluated using the judging standards.

Upload your completed nomination via the Showcase Awards submission portal by 5 pm Friday 19 May 2017. Regional coordinators will check that submissions meet the requirements before they are sent to the relevant regional selection team. Refer to Section 5 of this document for further information on how to enter the Showcase Awards.

#### 4.2 Regional judging

Regional selection teams will review submissions and select one winner and up to two highly commended submissions per Showcase Award category. The regional awards will be announced on the Showcase Awards website on Monday 26 June 2017.

#### 4.3 State finalist shortlisting

A state team will evaluate the regional award winner's submissions in July 2017. Two submissions per category will be announced as state finalists on the Showcase Awards website by Monday 31 July 2017.

The state evaluation team is appointed by DET, and includes specialist expertise relevant to Showcase Award categories. The state evaluation team includes members who have academic, industry and DET credibility, including knowledge of current best practice across a wide range of curriculum areas.

<sup>9</sup> The [P-12 Curriculum, assessment and reporting framework](#) is an example of a relevant policy.

#### 4.4 State finalist video profiles

Video vignettes of all state finalists' entries will be produced to promote excellence in education. The videos will be screened at the Showcase Awards gala dinner and later uploaded to the Showcase Awards website. The video production team will visit the state finalists' schools in August and September 2017 to film the vignettes.

#### 4.5 State awards judging

The Showcase Awards Board (the Board) will interview state finalists on either 26 or 27 October 2017. Each state finalist will be allocated 15 minutes to meet with members of the Showcase Awards board to discuss their submission. The 15 minutes will consist of a 10 minute oral presentation from the school representative/s followed by a 5 minute period for questions from the Board.

Audio visual presentations are not permitted in the presentation time. The setup of any promotional or supporting items you wish to display will be included in the 15 minute time allocation. Up to three people may participate in the presentation and interview, including the two state finalist representatives and a student, parent or teacher. The choice of interviewees is at the school's discretion. The department will meet travel and accommodation costs for two representatives from each state finalist school or cluster where necessary.

#### 4.6 Showcase Awards gala dinner

The Showcase Awards gala dinner will be held in Brisbane on Friday 27 October 2017. All state finalists' submissions will be profiled and 11 state award winners will be announced at the function. The gala dinner provides an opportunity 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.

### 5. Entering the awards

#### 5.1 Writing a submission

Nominating requires only one submission which will be assessed regionally and, if selected as a regional award winner, will be reassessed for state award judging. Content, not presentation is the basis for judging at all levels.

To address the judging standards (see Section 3), submissions must:

- identify and address a focus area relevant to the award category
- outline the initiative or implemented professional practices that resulted in improvement
- contain evidence to support claims that a measurable improvement occurred (impact) and can be attributed to the initiative or implemented professional practice/s (design)
- include information about the initiative or implemented professional practices and resourcing that would support others to understand and build on the improvement initiative (scalability and investment).

Submissions must:

- be prepared using the submission template.
- not exceed 15 A4 pages – a maximum of five pages using the submission template and up to 10 pages of supporting documentation
- use a minimum 11 point font size
- be submitted as one complete file and be no more than 30MB in either .doc, .docx or .pdf format
- include a brief, signed statement from a P&C association, school board or school council endorsing the nomination (statement must form part of the 10 pages of attachments). An electronic or email signature is sufficient for these statements.
- include a brief signed statement from the school's principal verifying that they endorse the submission.
  - for schools that are part of a cluster, this statement should come from the lead school entering the submission



- for the Principal of the Year category, this statement should come from an Assistant Regional Director (statement must form part of the 10 pages of attachments)

Photographs should not be included in the 5-page written report, but may form part of the appendices. If a submission contains high-resolution items such as photos, consider compressing the file (e.g. .zip) or converting it to a high resolution PDF format file to meet the electronic file size limit.

### Additional support preparing your submission

There are several options for further assistance when preparing your Showcase Awards submission.

1. Review Attachment A (Judging standards) and Section 3 of this document regarding the judging standards.
2. Watch a recorded web conference that details the information needed for a Showcase submission. This will be available on the Showcase Awards website by March 2017.
3. Participate in a web conference via the links below. There is no need to pre-register for the session.

Date	Time	Session information
Wednesday 8 March 2017 <a href="#">Join session</a>	3.30 pm – 4.30 pm	<b>Planning a Showcase Award submission</b> This session will assist participants to plan a Showcase Award submission. It will explore: <ul style="list-style-type: none"> <li>• the different award categories</li> <li>• supporting resources</li> <li>• the relationship between the <i>Standards of Evidence</i> and Showcase Awards judging standards</li> <li>• gathering evidence to support a submission.</li> </ul>
Wednesday 22 March 2017 <a href="#">Join session</a>	3.30 pm – 4.30 pm	<b>Understanding the Showcase Awards judging standards</b> This session will focus on the Showcase Awards judging standards and will assist participants to understand: <ul style="list-style-type: none"> <li>• the four dimensions – Design, Impact, Scalability and Investment</li> <li>• the five levels within each dimension.</li> </ul>
Wednesday 19 April 2017 <a href="#">Join session</a>	3.30 pm – 4.30 pm	<b>Writing a Showcase Award submission</b> This session will focus on writing a submission for a Showcase Award. It will assist participants to: <ul style="list-style-type: none"> <li>• use the Showcase Award submission template</li> <li>• select supporting information to include in the appendix</li> <li>• address the Showcase Awards judging standards.</li> </ul>

4. Contact your Showcase Awards [regional coordinator](#) for advice.

### Publication of student details

The [guidelines](#) on publication of details identifying state school students should be considered when preparing Showcase Awards submissions.

### Intellectual property

All submissions remain the intellectual property of DET. If a submission uses material from a source not covered by DET licences, the school should seek permission for its use before entering the submission and provide written proof of permission.

## 5.2 Uploading a submission

Submissions must be lodged electronically via the Showcase Awards submission portal by 5 pm Friday 19 May 2017 using the submission template. Follow the steps below to submit your nomination.

1. Visit the Showcase Awards submission portal to create an account:  
<http://eawards.com.au/2017/showcase/newentry>.
2. An email verifying your account will be sent to your nominated email address.
3. Using your nominated account details, login to the Showcase Awards submission portal.
4. Click the 'Add new entry' button to commence your submission.



**Showcase Awards  
for Excellence in Schools**  
Department of Education and Training

HOME MY ACCOUNT KEY DATES SHOWCASE AWARDS WEBSITE SUPPORT LOGOUT

2017 Showcase Awards for Excellence in Schools

Welcome **Miss Test School**

- To enter a submission, click **Add New Entry** below.
- Once you have submitted an entry you can view or amend it by clicking the **Edit** button in the action column.
- You can download/print a submission by clicking the **Print** button under action column.

No.	ID No.	Title of Submission	School	Category	Attachments	Status	Actions
<a href="#">Add New Entry</a>							

5. School information: Enter your school and project's details into the relevant fields. Once completed, click the 'save and continue' button at the bottom of the screen to proceed to the next step.

School Information	Contact Information	Entry Details	Submission	Declaration
<p><b>* Indicates a required field.</b></p> <p><b>* Title of submission or nominee name</b></p> <input type="text"/>				
<p><b>* School</b></p> <input type="text" value="Please Select School"/>				
<p><b>* Region</b></p> <input type="text"/>				
<p><b>Schools in cluster (if applicable):</b> Please spell out all schools in the cluster and in the relevant order (this is how it will appear in any program materials)</p> <input type="text"/>				
<p><b>* Category</b></p> <input type="text" value="Select Category"/>				
<p><b>* School address</b></p> <input type="text"/>				
<p><b>* Suburb</b></p> <input type="text"/>				
<p><b>* State</b></p> <input type="text"/>				
<p><b>* Postcode</b></p> <input type="text"/>				
<p><b>* School phone number</b></p> <input type="text"/>				
<p><b>* Principal</b></p> <input type="text"/>				
<p><b>* Title</b></p> <input type="text"/>				
<p><b>* Principal's email</b></p> <input type="text"/>				
<p><b>* Cost code</b></p> <input type="text"/>				
<p><b>* School type</b></p> <input type="text"/>				
<input type="button" value="Save and Continue"/>				

- Contact information: Enter the contact details for the person who will liaise with the Showcase Awards regional coordinators and the project manager (subject to judging outcomes). Once completed, click the 'save and continue' button at the bottom of the screen to proceed to the next step.

School Information	Contact Information	Entry Details	Submission	Declaration
<p>Please nominate a contact person who will liaise with the Showcase Awards regional coordinators and the project manager from the initial phase through to state judging (subject to judging outcomes).</p>				
<p>* Indicates a required field.</p>				
<p>* Name</p> <input type="text"/>				
<p>* Position</p> <input type="text"/>				
<p>* School</p> <input type="text" value="Abercorn State School"/>				
<p>* Email</p> <input type="text"/>				
<p>* Phone</p> <input type="text"/>				
<p>* Mobile</p> <input type="text"/>				
<p>Save and Continue</p>				

7. Entry details: Enter the additional project information into the relevant fields. Once completed, click the 'save and continue' button at the bottom of the screen to proceed to the next step.

School Information	Contact Information	Entry Details	Submission	Declaration
* Indicates a required field.				
<b>Submission Overview</b>				
<p>* Please use simple language suitable for public relations and media use (maximum of 200 words)</p> <p>The overview should introduce the initiative/professional practice/s that provides the focus of the submission and:</p> <ul style="list-style-type: none"> <li>• identify the relevant focus area/s of the award and describe the implemented initiative/professional practice/s</li> <li>• identify the compelling reason/purpose for implementing the initiative/professional practice/s</li> <li>• identify the measurable improvement that resulted from the implementation of the initiative/professional practice.</li> </ul>				
<input type="text"/>				
<p>* Personnel involved in the program/initiative/team (names and roles): (maximum of 200 words)</p>				
<input type="text"/>				
<b>Additional Information</b>				
<p>The confidential information collected below will be used strictly for evaluation purposes of the Showcase Awards program and will have no effect on the outcome/judging of your submission.</p>				
<p>* How many students would you expect to participate in your program/initiative in 2017?</p> <p>For the Principal and Leadership Team categories please provide the total number of students in the school/s. For the Teacher category please provide the number of students the nominee is directly engaged with.</p>				
<input type="text"/>				
<p>* Has this program/nominee been submitted for Showcase Award previously?</p>				
<p>Yes <input type="text"/></p>				
<p>If yes, how successful was the submission:</p> <p><input type="radio"/> Regional winner</p> <p><input type="radio"/> State finalist</p> <p><input type="radio"/> Unsuccessful</p>				
<p>* How many years has the program/initiative been running?</p> <p>For the Teacher and Principal categories please provide the number of years the nominee has been working at the school.</p>				
<input type="text"/>				
<p>* Has your school been a Showcase Award state winner for a different project previously?</p>				
<p>Yes <input type="text"/></p>				
<p><a href="#">Save and Continue</a></p>				

8. Submission: Upload your completed Attachment A submission. This document must be uploaded as one document. Click 'save' at the bottom of the page to proceed to the next step.

School Information	Contact Information	Entry Details	Submission	Declaration
<p>Please ensure you have carefully read the Showcase Awards guidelines to ensure you adhere to your category and overarching criteria.</p> <p><b>All submissions (including the submission template and supporting documentation) must be submitted as <u>one complete file</u>. Suitable formats include: .doc, .docx and .pdf. Other formats will not be considered.</b></p> <p>Submissions should be written in a minimum font size of 11 point, and MUST NOT exceed 15 A4 pages - a maximum of five pages detailing your program (using the submission template) and up to 10 pages of appendices. It is a compulsory requirement to provide a signed statement from the principal and either a P&amp;C association, school board or school council. For the Principal category this statement should come from an Assistant Regional Director. These statements must be included in the 10 pages of appendices</p> <p>* Indicates a required field.</p>				
<h3>Upload Submission</h3>				
<p>* 2017 Showcase Awards for Excellence in Schools submission</p>				
<p>Choose File No file chosen</p> <p>Uploading new file will overwrite existing file.</p> <p>Note: must be doc, docx, pdf not exceeding 30MB.</p> <p>Upload Submission</p>				

9. Nominees declaration: Please ensure you have carefully read and understood each of the statements and tick the boxes required. Click on the 'complete' button to finalise. Your submission will then be reviewed by your regional coordinator. Should your submission be incomplete or require changes, your regional coordinator will contact you.

School Information	Contact Information	Entry Details	Submission	Declaration
<h3>Nominees Declaration</h3>				
<p><input type="checkbox"/> * I have read/understood and agree to the Showcase Awards for Excellence in Schools Terms and Conditions, as outlined in the <a href="#">Showcase Awards guidelines</a>.</p>				
<p><input type="checkbox"/> * I understand that the information provided in my submission might be used in promotional activities carried out by the Department of Education and Training for the Showcase Awards for Excellence in Schools program.</p>				
<p><input type="checkbox"/> * I understand that all students, teachers and parents/guardians understand the Department of Education and Training is collecting personal information and will handle this material in accordance with the <i>Information Privacy Act 2009</i> and the <i>Education (General Provisions) Act 2006</i>.</p>				
<p><input type="checkbox"/> * I agree that all content and statements within my submission are true and correct and have been endorsed by the school principal and/or the relevant P&amp;C Association.</p>				
<p>Please agree to the statements above to complete your submission then press the submit button.</p>				
<p>Submit Cancel</p>				

### Managing your award submission

Login to your account and you will be directed to your nomination history. To edit a current submission, click 'edit' under actions and follow the prompts. To enter another award submission, click 'Add new entry' and repeat the previous steps. To delete your submission, click 'delete'.

## 6. Development grants

In 2017, the Showcase Awards school grants will include:

- up to 154 regional highly commended awards, each receiving a \$500 development grant
- up to 77 regional award winners, each receiving a \$1200 development grant
- 22 state finalists, each receiving a \$7500 development grant
- 11 state award winners, each receiving a \$30,000 development grant (or \$15,000 each for the Teacher of the Year or Principal of the Year winners)

Award	Development grant value	Grants available statewide	Total grant distribution available
Regional commendation award	\$500 each	154	\$77,000
Regional award winner	\$1200 each	77	\$92,400
State finalist	\$7500 each	22	\$165,000
State award winner	\$30,000 each	9	\$270,000
State award winner – Teacher and Principal of the Year categories	\$15,000 each	2	\$30,000

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

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

### Teacher of the Year and Principal of the Year

Grants received are to support the successful teachers and principals to undertake research or professional learnings in a relevant field. This includes funding activities such as conference attendance, travel, accommodation and staff replacement.

### Leadership Team of the Year

Grants received are to support the successful school leadership teams to document and share their innovative leadership practice with other school communities and/or to investigate an area of identified need in their school or school community.

### State School of the Year

Grant recipients are encouraged to:

- undertake a school or cluster based project that further enhances innovative teaching and learning practices and/or effective engagement of parents and the school
- implement a school staff professional learning program.

The funds may be used to cover costs associated with travel, accommodation, staff replacement, professional development or any other support required to document and share their innovative leadership practice and investigate the area of identified need.

## 6.1 Payments

All development grants (regional or state level) are paid to the selected schools through the grants and allowances system SABA. All development grants must meet Queensland's financial legislation requirements and DET's [purchasing policy](#).

Recipients should be aware of any fringe benefit tax (FBT) implications when planning their professional development activity as certain types of expenditure such as Commonwealth-supported university courses and certain equipment purchases may incur FBT. Contact the Taxation team on 1300 656 380 or [taxhelp.finance@dete.qld.gov.au](mailto:taxhelp.finance@dete.qld.gov.au) for more information.

## 7. Contacts

### Program manager

Name: Larissa Hansen, Senior Programs and Events Officer  
 Phone: 07 3328 6656  
 Email: [larissa.hansen@dete.qld.gov.au](mailto:larissa.hansen@dete.qld.gov.au)  
 Postal address: PO Box 15033, CITY EAST QLD 4002  
 Delivery address: Community Engagement and Partnerships  
 Level 5, Education House, 30 Mary Street, Brisbane QLD 4000

### Regional coordinators

The Showcase Awards regional coordinators play a key role in supporting participants in the program at the regional level.

Region	Regional coordinator	Email	Phone
Central Queensland	Shelley Clarke	<a href="mailto:shelley.clarke@dete.qld.gov.au">shelley.clarke@dete.qld.gov.au</a>	(07) 4986 7208
Darling Downs South West	Julie Althaus	<a href="mailto:julie.althaus@dete.qld.gov.au">julie.althaus@dete.qld.gov.au</a>	(07) 4616 3722
Far North Queensland	Leanne Plasto	<a href="mailto:leanne.plasto@dete.qld.gov.au">leanne.plasto@dete.qld.gov.au</a>	(07) 4037 3883
Metropolitan	Venesa Comino	<a href="mailto:venesa.comino@dete.qld.gov.au">venesa.comino@dete.qld.gov.au</a>	(07) 3028 8047
North Coast	Mark Rewald	<a href="mailto:mark.rewald@dete.qld.gov.au">mark.rewald@dete.qld.gov.au</a>	(07) 4155 7516
North Queensland	Lorraine Keane	<a href="mailto:lorraine.keane@dete.qld.gov.au">lorraine.keane@dete.qld.gov.au</a>	(07) 4758 3334
South East Queensland	Javier Ballester	<a href="mailto:javier.ballester@dete.qld.gov.au">javier.ballester@dete.qld.gov.au</a>	(07) 5656 6690
	Chloe Pelham	<a href="mailto:chloe.pelham@dete.qld.gov.au">chloe.pelham@dete.qld.gov.au</a>	(07) 5656 6662

## 8. Terms and conditions





In these terms and conditions 'the department' means the State of Queensland acting through the Department of Education and Training.

1. Information on how to enter the Showcase Awards for Excellence in Schools including all program guidelines, information books, forms and fact sheets form part of these Terms and Conditions of Entry. Participation in the program will be considered acceptance of these terms and conditions.
2. The department (ABN 76 337 613 647) is the owner of the Showcase Awards for Excellence in Schools program.
3. Once entered, details are not transferable to any other person or organisation or school.
4. Late, partially completed or submissions that do not satisfy the submission requirements or program guidelines at the time of the program entry closing may be judged as ineligible for participation in the program.
5. All information submitted must be true and correct as at the time of submission.
6. The decision made by the department to accept a school as eligible to proceed to the next stage of the program is final and no correspondence will be entered into.
7. The department accepts no responsibility for inability or failure to submit or nominate by the final date.



8. The nominee grants the department the right to use personal information (including student details, photographs and/or video) in accordance with the Project Consent Form.
9. By uploading material (including student details, photographs and/or video) to the entry portal or providing it as supporting information, the entrant warrants they either own the material or have acquired sufficient right to use the material for the purpose of the submission and you agree to indemnify the department against any loss or damages caused by breach of this warranty.
10. Where an entrant is a part of a group or cluster, the person completing the submission must be an authorised representative of the group and all organisations/schools affiliated with each person.
11. Where there is more than one category or stage each category or stage may have individual eligibility criteria as well as judging criteria.
12. Although every effort will be made to ensure project materials (including certificates, prizes and awards) are sent to the address stated on the submission, the department takes no responsibility for lost or misdirected items not received by schools.
13. The department will not be responsible for any problems or technical malfunction of any network or lines, servers, providers, computer equipment, software, traffic congestion on the Internet, etc. including, but not limited to, any injury or damage to participants or any other person's computer related to or resulting from participation in or downloading any materials in this program.
14. The department will not be responsible for any failure by sponsors and partners to fulfil their contractual obligations made between the department and the sponsor.
15. If for any reason the program is unable to run as planned including causes beyond the control of the department, the department may at its sole discretion cancel, suspend or modify the program.
16. The program may be withdrawn at any time without notice.
17. The participant agrees to indemnify the department against any loss or damages caused by a cancellation, suspension, modification or withdrawal of the program.
18. These Terms and Conditions may be altered where necessary, and any changes will be notified on the program's website.
19. The department reserves the right, at any time, to verify the validity of a submission, reject a submission, or disqualify a submission that is not in accordance with these Terms and Conditions.

## Attachment A: Judging standards

	 Design	 Impact	 Scalability	 Investment
	<b>The plan</b>	<b>The measurable effect</b>	<b>The implementation</b>	<b>The costs or value</b>
5	External verification attributes the measurable change to the initiative or implemented professional practices	Very large measured improvement	External verification confirms implementation of the initiative or professional practices by others on a larger scale	Information on cost-effectiveness exists
4	The high-quality study establishes the measurable change can be attributed to the initiative or implemented professional practices	Large measured improvement	The initiative or professional practices have been implemented elsewhere	Information on the costs per unit of outcome exists
3	A reasonable explanation supports attribution of the measurable change to the initiative or implemented professional practices	Medium measured improvement	Documentation exists about how the initiative or professional practices are implemented. This is comprehensive enough to enable implementation with different groups or in other settings	Information on the costs per unit of output exists
2	A plan describes the initiative or implementation of professional practices and details objectives, target and comparison groups (or data), inputs, outputs, outcomes and timelines	Small measured improvement	Documentation exists describing the initiative or implemented professional practices in one setting	The costs associated with the initiative or professional practices are known
1	The plan of the initiative or professional practices and the quality of data are not sufficiently robust to support attribution	Impact cannot be measured or unintended impact is identified	Insufficient documentation exists on the initiative or implemented professional practices	There is no or little information on the costs