



APPLICATION GUIDELINES

ELIGIBILITY

The ACT Children's Services Awards are open to individuals who have demonstrated an outstanding commitment and made significant contributions to the ACT children's services community. Specifically, individuals will be from an Australian Government approved service that is in receipt of Child Care Benefit, operating in the ACT. Nominees must be currently employed (either paid or unpaid) in the children's services sector and will be passionate individuals committed to the quality care and education of children.

CRITERIA

All applications will be measured against the selection criteria of each award category. Candidates and referees must endeavour to address all of the criteria of the relevant Award category in their application.

NOMINATION REQUIREMENTS

Nominations can be made by the candidate themselves via self nomination, by a colleague or a third party. Nominations will be treated in confidence and viewed only by the selection panel. All information received will be treated in accordance with ACT PSC's privacy policy.

NOMINATION FORMS

All nominations must be made on the official forms. Forms are available on the ACT PSC website at www.actpsc.com.au.

An application nominating a candidate must include:

1. Form 1: Application Form

This form must be completed by the person nominating the candidate and covers basic personal information. The candidate is required to sign this form to agree to being nominated and consent to the information provided being used to determine the recommended recipients of the ACT Children's Services Awards 2008.

2. Form 2: Candidate Profile Form

This form (up to two A4 pages in length, size 10 font) must be completed by the person nominating the candidate, and is the primary information source for the selection panel. The information must address the selection criteria for the relevant Award category. There is a separate Candidate Profile Form for each category.

3. Form 3: Referee Form

This form (up to one A4 page in length, size 10 font) must be completed by someone other than the candidate who can attest to the work of the candidate. It may be completed by the nominator.

4. Photograph of the Candidate

This should be provided in digital format, either on disc or via email.

5. Supporting Material (optional)

A small portfolio of supporting material (e.g. photos, newsletters, programs, CVs, etc) can be included if it is considered that this will further support the application for the Award. Please note this material cannot be returned and should not be excessive in length.

A self-nominating application must include:

1. Form 1: Application Form

This form can be completed by the candidate and covers basic personal information.

2. Form 2: Candidate Profile Form

This form (up to two A4 pages in length, size 10 font) must be completed by the candidate, and is the primary information source for the selection panel. The information must address the selection criteria for the relevant Award category. There is a separate Candidate Profile Form for each category.

3. Form 3: Referee Form

This form (up to one A4 page in length, size 10 font) must be completed by someone other than the candidate who can attest to the work of the candidate.

4. Photograph of the Candidate

This should be provided in digital format, either on disc or via email.

5. Supporting Material (optional)

A small portfolio of supporting material (e.g. photos, newsletters, programs, CVs, etc) can be attached if it is considered that this will further support the application for the Award. Please note this material cannot be returned and should not be excessive in length.

SELECTION PANEL

An independent panel of individuals with extensive experience in the children's services sector will consider all nominations and determine the winners in each category. All information that may identify the candidate (candidate's name, service at which the candidate is employed or associated with and the candidate's photo) will be removed from the application form prior to assessment.

SUBMITTING YOUR APPLICATION

All nomination material can be downloaded from the ACT PSC website www.actpsc.com.au.

Nominations can be submitted via:

- Email: actpsc@commsatwork.org
- Post: PO Box 3955 Weston ACT 2611
- In person: Upper Level Cooleman Court Brierly St Weston

CLOSING DATE FOR APPLICATIONS IS 5PM FRIDAY 28 MARCH 2008

Once the nomination materials (including photos) are received they become the property of ACT PSC. Nomination materials will not be returned. Nominees will be informed of receipt of application by email/phone.

PRESENTATION OF AWARDS

Winners will be announced at a Gala Awards evening to be held at the National Museum of Australia Friday May 9 2008 at 7pm.

DISCLAIMER

ACT PSC will not accept responsibility for any misunderstanding arising from the failure by the Nominee, Nominator or Referee to comply with the requirements set out in these guidelines or arising from any ambiguity, discrepancy, inconsistency, error or omission contained in a nomination for an ACT Children's Services Awards 2008.

ACT PSC reserves the right not to make an Award in any category if applicants do not meet the selection criteria. Please note it is an offence to provide false or misleading information. The decision of the selection panel and all decisions taken and recommendations made by ACT PSC shall be final; no correspondence will be entered into on such matters.

PRIVACY STATEMENT

All material received by ACT PSC from Nominators, Referees and Nominees is accepted on the understanding that such material may be used or disclosed:

- In the process of determining the recommended recipients of the Children's Services Awards 2008
- For the purposes of informing the public about the Award outcomes
- In any ACT PSC publicity concerning the ACT Children's Services Awards
- In any publicity or publication relating to the promotion of the children's services sector

Material created by ACT PSC through the Awards process, such as media statements, interviews, videos and photographs may be used or disclosed by ACT PSC in the promotion of the children's services sector. All information collected or created will be treated in accordance with the ACT PSC's privacy policy however; information may be disclosed without consent where authorised or required by law.