

# Secretary's School Achievement Award 2024

The Secretary's School Achievement Award is a prestigious award presented to NSW public schools demonstrating achievements in teaching and learning outcomes, leadership, supporting the students and/or creating a sustainable learning environment.

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

## Who can apply?

Any individual NSW public school or a group of schools are eligible to apply for the award.

**Note - nominations on behalf of a group of schools *must* be supported by all schools involved.**

## What are the selection criteria?

The Award recognises a school's outstanding achievement in creating a sustainable learning environment on a **whole-of-school level** through a certain project. *(Please note - if your project has not affected the whole school outcomes, please consider applying for the Secretary's Award for an Outstanding School Initiative instead.)*

The achievement should be designed to improve teaching and learning outcomes, leadership, supporting the students and/or creating a sustainable learning environment and be **evidence-based, with long-term measurable benefits.**

As an example, the project can demonstrate:

- Achievement of significant improvement in learning outcomes and opportunities
- Excellence in student learning initiative
- Maximising learning opportunities **for all students**
- Evidence of how the Achievement aligns to the school plan
- Community leadership

**All nominations must be endorsed by the school Principal.** The Principal is also asked to provide a citation to be used in the Awards program should the nomination be successful.

**Nominations must also include a reference from the Director, Educational Leadership.**

### How many awards are made each year?

Up to 20 awards may be presented each year. The selection committee reserves the right to award fewer than 20 awards if nomination quality is not sufficiently high, or if the nominations do not provide adequate evidence of achievements and outcomes.

A school may submit a maximum of 2 nominations per year for this award.

### Roles in Nomination Process

**Nominator** - an individual who has knowledge of the project and can provide details of how the Initiative has improved outcomes for students in learning, attainment, engagement, inclusion and/or wellbeing or has made a significant impact across the school community.

**Referee** - a reference must be provided by the Director, Educational Leadership (DEL).

**Endorser** - All nominations must be endorsed by the school Principal. The Principal is also asked to provide a citation to be used in the Awards program should the nomination be successful.

*Please note - the endorsement must be provided by a person who is not the nominator.*

### Starting a nomination:

To access the application system use this link - [PEFApply](#) - then click on the relevant award.

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

- School details (including name of principal, DEL and person preparing the nomination)
- Details of group of schools if more than one school is involved in the initiative (including school name, principal name, Director PSNSW name)
- Achievement information:
  - Project summary providing a short description of the project and its success (*max 150 word*)
  - Detail how the need for this project was identified and what evidence-based teaching or leadership practices were applied to achieve this (*max 300 words*)
  - Explain how this project resulted in improvements in student and/or staff and/or community learning, engagement, inclusion and/or wellbeing. (*max 300 words*).
  - Provide details of the sustainability of the project, how the project relates to student outcomes, and how it links back to the school improvement plan. (*max 300 words*) *Additional documentation, to a maximum of 6 pages, should be attached to provide evidence of how the initiative has met each of the criteria.*
- A photograph of the Achievement “in action” (to be used in the Awards program should the nomination be successful)

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- A reference provided by the Director, Educational Leadership confirming the impact and success of the project (*uploaded pdf - maximum 300 words*)
- Principal endorsement and citation (the nominator must initiate a request *via the online nomination* to the Principal. This will result in an email being sent to the Principal requesting them to endorse the nomination, and provide a 100 word citation online)

### When is the closing date for applications?

Nominations close at **11.59pm on Tuesday 14th May 2024**. No late nominations will be considered.

### For further information including terms and conditions

Call the Public Education Foundation on **02 7814 2806** or email us at [info@publiceducationfoundation.org.au](mailto:info@publiceducationfoundation.org.au)

We also encourage you to visit our website [www.publiceducationfoundation.org.au](http://www.publiceducationfoundation.org.au).