VCE Leadership Awards 2024 Nomination Form

About the VCE Leadership Awards

The VCE Leadership Awards recognise the efforts of outstanding VCE students in demonstrating leadership and participation in their school and wider community.

Past VCE Leaders have participated in activities associated with the arts, sport, debating and public speaking. They have campaigned for social justice and environmental protection, and some have raised funds for worthy causes.

Students engaged in community activities beyond the school environment are regarded highly. The selection panel will look for students who initiate activities; demonstrate leadership and compassion; and/or make a difference in a project, activity or campaign that is either self-started/founded or executed in collaboration with established organisations.

Nominations

Nominations should respond to the selection criteria and be completed by a teacher, VCE Coordinator or staff member who is aware of the students’ achievements.

The nomination/s must be endorsed by the Principal, Director or Assistant Principal of the school.

**Please note: Schools are able to nominate up to two students.**

Students should consult with a teacher, VCE Coordinator or school staff member if they wish to be nominated.

Selection criteria

Students are eligible for nomination for a VCE Leadership Award if they are undertaking at least two   
Unit 3–4 sequences as part of their VCE or VCE Vocational Major program.

Nominations should demonstrate the following:

1. **Participation in school and community activities.** Please describe the activity or activities that the nominee has undertaken during their VCE or VCE Vocational Major years.
2. **Positive impact made on school and/or wider community.** Please describe the impact or result of the student’s activity or activities.
3. **Leadership qualities displayed by the nominee.** These may include (among other qualities) the ability to:

* be self-directed
* work in a team
* show initiative
* inspire others
* be organised
* show commitment to making a difference.

The nomination document consists of two components, both of which need to be completed and sent to the VCAA for nominees to be considered for the 2024 VCE Leadership Awards:

* **Nomination form** – completed by a member of staff that is familiar with the student’s achievements, and signed by the principal, director or assistant principal of the school.
* **VCAA Consent and Release form** – completed and signed by the student, or the student’s parent / carer if they are under 18.

There is no requirement to submit school reports. A student’s academic achievement is not a criterion for this Award.

At the nomination stage, supporting documentation is not required.

Submission of nominations

Nominations close at 11:59 pmMonday 22 July 2024**.**

Please email signed nominations by the deadline to: [vcaa.events@education.vic.gov.au](mailto:vcaa.events@education.vic.gov.au?subject=Nomination%20Form%20-%20[Nominee%20Name]%20-%202024%20VCE%20Leadership%20Awards)

VCE Leaders will be chosen by a selection panel convened by the VCAA in July - August 2024. The selection panel will then conduct interviews with the VCE Leaders from 12 - 20 August 2024. Supporting material / documentation may be submitted prior to the interview. Interviews may be conducted via Webex, Zoom or MS Teams.

After the completion of the interviews, the overall 2024 VCE Leader of the Year will be chosen.

The overall VCE Leader of the Year will be announced at the VCE Leadership Awards ceremony on Friday 13 September 2024.

Further information

Phone enquiries: (03) 9032 1629

Email enquiries: [vcaa.events@education.vic.gov.au](mailto:vcaa.events@education.vic.gov.au)

Website: [www.vcaa.vic.edu.au/news-and-events/events-and-awards/vceleadershipawards/Pages/Index.aspx](https://www.vcaa.vic.edu.au/news-and-events/events-and-awards/vceleadershipawards/Pages/Index.aspx)

Nomination Form

Collection Notice

The Victorian Curriculum and Assessment Authority (VCAA) is a statutory authority continued under the *Education and Training Reform Act 2006* (Vic). The VCAA collects the information requested in this form, which includes personal information within the meaning of the *Privacy and Data Protection Act 2014* (Vic), for the purpose of administering the VCE Leadership Awards 2023 (the Awards), including publicising and promoting the Awards.

The personal information collected in this form, including any attachments and supporting material, will be disclosed to and used by relevant VCAA employees and/or contractors, and disclosed to representatives of the Department of Education, the Awards Partners, and the Awards judging panels for and in connection with the abovementioned purpose. The Awards judging panels will comprise of representatives of the VCAA and stakeholder organisations. The personal information collected will not otherwise be used or disclosed by the VCAA except with the prior consent of the individual, or if the VCAA is required or otherwise permitted by law to do so.

When an individual’s personal information is provided to the VCAA by someone else, the VCAA requests that the individual is made aware their personal information will be or has been provided to the VCAA, the purpose for which it will be or was provided and to whom it will be or is likely to be disclosed.

If the requested personal information is not provided, this nomination for the Awards may not be considered by the Awards judging panel.

An individual may request access to personal information the VCAA holds about them, if any, and request its correction if inaccurate. To do so, or if you have any questions regarding how personal information will be handled by the VCAA and/or to whom it will be disclosed in relation to the Awards, please contact the VCAA Communications Unit on (03) 9032 1629, or via vcaa@education.vic.gov.au.

The VCAA Privacy Policy can be found at: [www.vcaa.vic.edu.au/Footer/Pages/Privacy.aspx](http://www.vcaa.vic.edu.au/Footer/Pages/Privacy.aspx)

Nomination

Please have your nominee complete the **VCAA Consent and Release Form** **(CRF)** on the last 4 pages of this document. Your nomination form must be accompanied by the nominee’s completed CRF.

Please do *not* include the following with your nomination:

* **Supporting materials** (e.g. letters of recommendation, newspaper articles)
  + Students will be contacted, if required, to provide further materials.
* **Student academic reports**
  + Academic achievement is not an assessment criterion for the Awards.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Nominee details | | | | | | |
| **First name** |  | **Family name** | |  | | |
| **Pronouns** |  | **Date of birth** | |  | | |
| **Mobile number** |  | **Email address** | |  | | |
| **Street address** |  | | | | | |
| **Suburb** |  | **State** |  | | **Postcode** |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Nominator details | | | | | | | |
| **First name** |  | **Family name** | |  | | **Pronouns** |  |
| **Mobile number** |  | | **Email address** | |  | | |
| **Role / relationship with student** |  | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| School details | | | | | | |
| **School name** |  | | | | | |
| **School address** |  | | | | | |
| **Suburb** |  | | **State** |  | **Postcode** |  |
| **Principal name** |  | | | | | |
| **Phone number** |  | **Email address** | |  | | |
| **Principal / Director / Assistant Principal signature** |  | | | | | |

Nominee Profile Guidelines

* Bullet points are strongly encouraged
* Word length per criterion: 200-250 words

|  |  |
| --- | --- |
| Nominee profile | |
| **Criterion 1:**  **Participation in school and community activities** | *Please describe the activity or activities that the nominee has undertaken during their VCE or VCE Vocational Major years.* |
| **Criterion 2:**  **Positive impact made on school and/or wider community** | *Please describe the impact or result of the student’s activity or activities.* |
| **Criterion 3:**  **Leadership qualities** | *Please outline the leadership qualities displayed by the nominee.* |

VCAA Consent and Release Form

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Thank you for agreeing to give the Victorian Curriculum and Assessment Authority (VCAA) the permissions set out in this form. Please read this form carefully before agreeing to it. If you do not understand anything on this form, please contact the VCAA Communications Unit on (03) 9032 1627 or via email: [vcaa@education.vic.gov.au](mailto:vcaa@education.vic.gov.au). Please keep a copy of this form for your records.   
  
The VCAA advises that it is authorised, as an Authority of the Government in the State of Victoria, Australia, to use copyright material under Section 183 of the Australian Copyright Act 1968 (Commonwealth); this form constitutes notice given in pursuance of subsection (4) of section 183 of the Act.  
  
If you are under 18 years of age, a parent or guardian must also agree to the conditions set out in this form.

**THE VCAA EVENT/PROJECT**

VCAA Project Manager: Jim Thomas

Description:  VCE Leadership Awards

Purpose of Event/Project: To recognise and award students who have excelled in their community work and leadership

Location: Treasury Theatre, Melbourne

Date: Friday 13 September 2024

Personal information to be included in attributions: name, school, likeness, record of achievements

SPECIAL CONDITIONS FOR THIS EVENT/PROJECT: Applicants will have their personal information and likeness displayed on the VCAA website, in printed materials, and have the option to be quoted in VCAA media channels.

**PARTICIPANT PERSONAL DETAILS**

Family name:

First name:

Address:

Email:

Phone:

**PARTICIPANT SCHOOL/SERVICE DETAILS**

School/Service name:

School/Service contact name:

Address:

Email:

Phone:

**Common Terms and Conditions**

1. The VCAA will use my Works, my personal statements and images and/or recordings of me in VCAA publications and resources (created in any media or format) for the purpose of, and in connection with, the VCAA Event/Project. I understand ‘use’ includes copying, online communication and public distribution via the VCAA’s own websites and on services controlled or authorised by the VCAA.
2. The VCAA will omit attribution of me as the creator of my Works, identification of me as the subject of images or recordings, and identification of me as the source of my statements. Where the VCAA has the capacity to identify me in connection with my Works, personal statements or images and/or recordings of me, the VCAA will publish details of my identity as described in the VCAA/EVENT PROJECT section of this form.
3. The VCAA will provide my Works, my personal statements and images and/or recordings of me (along with the details of my identity as described in the VCAA EVENT/PROJECT section of this form) to schools and other educational bodies, other government authorities, sponsors and partners of VCAA initiatives, media outlets and other VCAA authorised third-parties, for their non-commercial use in connection with the VCAA Event/Project.
4. In the event of any inconsistency or conflict between the Common Terms and Conditions (including the Consents) in this form and any Special Conditions, the Terms and Conditions will prevail to the extent of the inconsistency or conflict.

**Consent A – Images and/or recordings of me**

1. I consent to the VCAA making and using images and/or recordings (including sound and visual) of me, for the purpose of, and in connection with, the VCAA Event/Project in accordance with the Common Terms and Conditions and any Special Conditions.
2. I agree that I am not entitled to any acknowledgement, remuneration or compensation in relation to the use and/or reproduction of the images and/or recordings.
3. I agree that the VCAA will own the copyright and intellectual property in the images and recordings it creates, or commissions, of me.
4. I understand that the images/recordings referred to at point 1 may include personal statements I make (for example, comments, feedback, quotes).

**PARTICIPANT CONSENT**

**Consent C – Social Media**

I **consent** to the VCAA sharing, reproducing and communicating my Works, my personal statements and images and/or recordings of me on media platforms such as Twitter in accordance with the Common Terms and Conditions. I understand that such a use by the VCAA will be subject to the terms and conditions of those media platforms.

**Consent B – My Works (for example: text, images, music, recordings, designs, artwork, objects, structures that I have created; details as attached or as listed at END of this form)**

1. I grant the VCAA a non-exclusive licence, free of charge, to use my Works in accordance with the Common Terms and Conditions and any Special Conditions.
2. I agree that the VCAA will own intellectual property in any images or other recordings it makes or commissions of my Works but will not own intellectual property rights in my underlying work.
3. I agree that the VCAA will take reasonable care of my Works but is not responsible for ensuring my Works or liable for any loss or damage while they are in the VCAA's possession or control.
4. I agree that the VCAA will not return my Works, unless otherwise agreed with the VCAA in writing and before signing this form.
5. I confirm that, where third-party intellectual property is incorporated in my Works, I have indicated this in the accompanying details for my Works, as submitted to the VCAA with my application to the Season of Excellence. If I have obtained written permission from the rights holder to include their material in my Works, I have also provided evidence of this to the VCAA.
6. I agree that I will assist the VCAA to secure licences for third-party intellectual property featured in my Works if requested by the VCAA.
7. I agree that the VCAA may adapt my Works if necessary (for example, by cropping images, removing or obscuring third-party intellectual property from my Works).
8. I confirm that I have provided to the VCAA copies of the VCAA Consent and Release forms signed by any person/s depicted in my Works where their identity is apparent or can reasonably be ascertained in my Works, and where such depictions are not from publicly available sources.

By signing this Consent Form I acknowledge that:

* **I have read, understand and agree to the terms and conditions, including any Special Conditions, set out in this form; and**
* **provide to the VCAA the following consents (tick where applicable):**

|  |  |
| --- | --- |
| Consent A – Images/recording of me | Required |
| Consent B – My Works | Required |
| Consent C – Social Media | Optional |

Signature of Participant:



Date:

**PARENT OR GUARDIAN CONSENT (required for participants under 18 years old)**

I give consent on the Participant’s behalf, in accordance with the provisions of this Consent Form.

Full Name:

Relationship to Participant:

Phone:

Signature:



Date:

**The VCAA agrees that it will use its best endeavours to ensure images/recordings of you, your personal statements and/or your Works are not used in any way that may be deemed adverse or defamatory to you.**

**These permissions remain in place unless you otherwise notify the VCAA in writing, addressed to the Communications Manager, VCAA, Level 6, 200 Victoria Parade, East Melbourne VIC 3002. The VCAA will do what it reasonably can to fulfil your request. However, it may not be possible to withdraw images/recordings of you, your personal statements and/or your Works where these have already been published.**

**LIST OF WORKS (Consent B; including details of any third-party intellectual property which features in my Works)**

N/A