**2021 Showcase Awards submission template – group categories**

**Category:** Showcase Award for Excellence in Choose an item.

**Instructions for using this template:**

* The red text in this submission template provides advice and suggestions for completing your submission.
* Additional information is available on the hyperlinked words (hover over using your mouse/pointer).
* It is recommended that Design and Impact be privileged within the two-page written submission.
* Submissions may communicate an inquiry approach to improvement:
  + Design – Scan and Assess, Prioritise
  + Impact – Review
  + Scalability and Investment – Develop and Plan, Act
* Replace the ‘Type Here’ with your text.
* Delete **all** instructional text before submitting your application.

**Requirements for submissions:**

* **Arial** is the preferred font for main/body text.
* Minimum font size: **11**.
* Minimum paragraph spacing: **single**.
* School name and submission title **MUST** be included in the submission footer. Instructions for how to edit a footer are available [here](https://support.office.com/en-us/article/edit-your-existing-headers-and-footers-490423a3-3e5b-4080-aff0-c429ab5d6708)
* The total length **MUST NOT exceed 7 A4 pages** and includes up to **2 pages in the written submission** to detail the initiative and **5 pages of appendices** to provide supporting information.
* Appendix 1 should include relevant baseline, endpoint and comparison data that evidences claims of positive outcomes and measurable improvement.
* Additional appendices may include (within the appendix 5-page limit):
  + - additional evidence for Design and Scalability, if applicable
    - written endorsements
    - photographs/images/resources that support the understanding of the initiative. Ensure all supporting images and representations are clearly labelled, referenced in the submission, and are legible.
* Refer to the [2021 Showcase Awards submission guidelines](https://showcase.education.qld.gov.au/guidelines) for full instructions for submitting applications.

### Design

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Describe the initiative. This may include:

* a brief description of the context in which the initiative was implemented, such as relevant information about the school/community/student characteristics or factors impacting on student outcomes, the significant problem/issue that became the focus for improvement and why it needed to be addressed (rationale)
* the specific objective/s of the implemented initiative, the [participants](#participants) and [timelines](#timelines" \o "Identify the beginning and end of the initiative. Baseline (starting point data) and outcome (endpoint data) should align with these timelines.)
* , the related [measures](#measures" \o "Quantitative and/or qualitative measures that evidence the expected outcomes of the initiatiative, which may have been communicated in the objective/s.), including the [comparison](#measures) group/s or data used
* the activities/strategies/practices/processes that were identified to address the issue/improve outcomes, incorporating the [data](#data), [research](#research" \o "Refer to relevant academic literature, research and/or evidence studies that support the choice of initiative. Sources cited should be supported by references at the end of the submission.) and professional [judgement](#judgement) that underpinned the choices
* links to school, regional and systemic priorities and/or links to the Australian Curriculum requirements.

If applicable, refer to documentation that you will include in the appendices, from outside the school or cluster that verifies that the initiative led to the outcomes.

### Impact

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Outline the key achievements of the initiative, (for example, increased student outcomes, increased staff capability/confidence) that resulted from the implemented initiative.

To substantiate the claim/s of improvement:

* discuss the identified improvement/s in relation to the objective/s, referring to [evidence](#evidence" \o "Evidence includes qualitative and quantitative data. Label all representations with a number and descriptive title. For example, Figure 1: Improvement in NAPLAN Reading results for Year 3 2010 - 2016 with comparisons to Similar Queensland State Schools.) in Appendix 1 and explain what this evidence reveals in relation to the measurable improvement/s
* use the comparison data you identified in the design section to strengthen evidence of impact of the initiative.

Include data that supports these claims, including data in Appendix 1 – Impact.

### Scalability

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In this section, summarise the [implementation](#implementation" \o "Outline any enablers, for example, capability building, grants or key partnerships that supported achieving the desired outcomes. Also outline the key activities for the initiative's participants, for example, teachers, students and/or external partners.) of the initiative. This includes more information on the activities/strategies/practices/processes that were identified in the Design section. Supporting information could be included in the implementation plan in the appendices.

If relevant, outline [scaling](#scaling" \o "Outline how the initiative was communicated and delivered to other groups. Describe and provide evidence of impact with these groups. Include supporting information in the appendices that supports larger scale implementation, if relevant.) with other groups or in other settings and indicate the impact of the initiative in this/these settings. Provide evidence of the same or better impact in the appendices.

### Investment

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In this section, itemise the costs of the initiative. Exclude usual operating costs (for example, teacher salary). If no additional costs were required for the initiative, it is worth noting this in the submission. Provide additional information on costs or cost-effectiveness if available.

### Conclusion

Type here

Describe any conclusions drawn about the measured improvement in relation to the implemented initiative, discussing the success of the initiative in terms of enhanced staff capability and/or student outcomes.

Identify recommendations/learnings or future actions.

### References

Type here

References are only needed for sources mentioned in the body of the submission. Delete if not required.

### Appendix 1: Impact

Type here

Include qualitative and quantitative evidence to illustrate impact, including, but not limited to additional text (for example, examples of qualitative data) and graphical representations (tables, charts, graphs etc).

These should be clearly labelled and referred to within the main body of the submission.