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

**Instructions for using this template:**

* The red text in this submission template provides advice and suggestions for completing your submission.
* 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**.
* Nominee’s 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** and **5 pages of appendices** to provide supporting information, such as:
  + data (including qualitative data, such as written statements or quotes and / or quantitative data, illustrating impact on outcomes)
  + photographs
  + artefacts.
* 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.

Working history

|  |  |  |
| --- | --- | --- |
| Year/s | School/Organisation and location | Position description |
| Type here | Type here | Type here |
| E.g. 2012 – 2019 | Example State School, Schoolville Queensland | Principal |
| 2011 – 2011 | Sample State School, Schoolburg Queensland | Acting Principal |
| 2007 – 2010 | Sample State School, Schoolburg Queensland | Deputy Principal |
| 2000 – 2006 | Test State School, Schooltown Queensland | Prep teacher |
|  |  |  |
|  |  |  |

### Key achievements

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For Excellence in Teaching submissions, select key achievements that highlight the nominee’s:

* professional knowledge
* professional practice
* professional engagement.

For guidance, please refer to [The Australian Professional Standards for Teachers](https://www.aitsl.edu.au/docs/default-source/apst-resources/australian_professional_standard_for_teachers_final.pdf). Refer to supporting evidence that you will include in the appendices, if required.

For Excellence in School Leadership submissions, select key achievements that highlight the nominee’s:

* leadership capabilities
  + vision and values
  + knowledge and understanding
  + personal qualities and interpersonal skills

* leadership practices
  + leading teaching and learning
  + developing self and others
  + leading improvement, innovation and change
  + leading the management of the school
  + enriching the lives of their students
  + engaging and working with the community.

For guidance, please refer to [The Australian Professional Standard for Principals](https://www.aitsl.edu.au/docs/default-source/default-document-library/australian-professional-standard-for-principals-and-the-leadership-profiles652c8891b1e86477b58fff00006709da.pdf?sfvrsn=11c4ec3c_0). Refer to supporting evidence that you will include in the appendices, if required.

Success story/ies

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For Excellence in Teaching, provide one or more detailed examples of how the nominee has combined their professional knowledge, practices and engagment to improve student outcomes.

For Excellence in School Leadership, provide one or more detailed examples of how the nominee has enacted their leadership capabilities through the leadership practices to improve student outcomes.

For both Excellence in Teaching and Excellence in School Leadership submissions, outline the outcomes related to the detailed examples, and refer to supporting evidence that you then include in the appendices.

This may include, but is not limited to:

* quantitative data representations
* qualitative statements or data
* photographs
* deidentified student work examples
* discernable improvement in student wellbeing.

### Appendix