Application Process

The selection of the award recipients is a competitive process and comparability of the applications is critical to the selection of winners. The applicant must meet the required format and the information requirements that have been established for their application, to be considered by the judging panel.

Applications must be submitted and endorsed online by visiting the link **https://psa.grantplatform.com. The applicant must ensure that their online application and endorsement is submitted before the closing date and time, appropriate documentation is included, the required format is followed, and word limits are observed.**

An application not complying with any of the requirements established below will be considered ineligible.

The documentation required is:

1. Completed and electronically submitted Application

2. Completed and electronically submitted Endorsement

3. Curriculum Vitae of a maximum of 4 pages, including two referees.

Applications close 10:00AM (AWST) on Friday 26 April 2024

For further information, contact the Project Officer, STEM Strategy and Coordination, Department of Jobs, Tourism, Science and Innovation by email at science@jtsi.wa.gov.au or by phone on 08 6277 2896.

Step 1: Eligibility

The applicant must complete the online application process for one of the *Educator* categories and complete the applicant declaration confirming their eligibility to apply.

Eligibility to apply to any of the Awards categories is limited to Australian citizens residing in Western Australia, and those who hold permanent resident status in Australia and are residing in Western Australia. If an applicant is chosen as a finalist, they will be required to provide evidence of Australian citizenship or permanent residency.

Applicant

To be considered for a STEM Educator of the Year category, an applicant must be active in teaching STEM (as per the above definition) at the time of the submission deadline, at either:

a Western Australian primary or secondary school (public or private); and/or

a Western Australian university, TAFE college, or registered training organisation (RTO).

Educators on parental leave at the time of application, who intend to return to their role, are eligible.

An application not complying with the above requirements will be considered ineligible.

Past winners of the equivalent Science Educator of the Year category at earlier Awards events (2009 and 2010) are ineligible.

Required documentation

The documentation required for the **STEM Educator of the Year** categories are:

1. Completed and submitted online application for the STEM Educator of the Year.
2. Completed and submitted online endorsement for the category STEM Educator of the Year   line manager, school principal, departmental head; or university, TAFE college or RTO director) must provide confirmation the applicant is actively teaching STEM in a Western Australian school, university, TAFE college, and/or RTO at the time of the submission deadline, or provide an explanation why this is not the case;
3. Curriculum Vitae of a maximum of four (4) pages, in single spaced Arial 11pt font (Word/PDF), including
   - details of positions, initiatives, and government and community collaborations relevant to the application
   - Contact details of two (2) referees
     discretion. The endorser listed above can be included as one (1) of the referees.

All eligibility time periods are as at the application closing date 26 April 2024.

Step 2: Evaluation Criteria

The applicant is required to complete the Evaluation Criteria *within the online form*, providing a maximum 600-word response for each of the three evaluation criteria. Claims and impact should be justified and supported by clearly verifiable quantitative and qualitative evidence. Unsubstantiated or unverifiable statements will not be considered during the selection process. All sections of the form should be completed in detail.

Eligible applications will be evaluated and ranked against the **equally-weighted criteria** of:

1. *Excellence*

Use strategies to engage students with relevant real-world examples of the application of STEM in society, including industry.

Allow students to participate in activities that will help them to be active and engaged citizens and be well prepared to the future workforce.

Use responsive teaching strategies catering to the learning strengths and needs of a range of students from diverse linguistic, cultural, religious and socio-economic backgrounds.

2. *Impact* refers to the tangible benefits your teaching brings your students and Western Australia more broadly;

Please provide evidence of your tangible student outcomes and impacts for Western Australia.

Examples of this may include:

Increased achievement, enrolments and/or other outcomes for your students.

prepare an application that is current and reflects any changes to guidelines or evaluation criteria

avoid repetition and asks someone to proof the application before submitting

avoid jargon and defines necessary technical language and abbreviations

support claims with quantitative and qualitative evidence/data

make it clear what is attributable to their effort versus what is attributable to their team or colleagues

avoid including webpages and links to audio files as judges may only review hard copies of your application documents

allow adequate time to prepare the application and obtain endorsement, as late or unendorsed applications will be deemed ineligible.

Step 3: Submission of Documentation and Declaration

The applicant should collate the relevant required documentation, submit their application and arrange to have it endorsed at https://psa.grantplatform.com by 10:00AM (AWST) on Friday 26 April 2024.

Any materials other than those requested will not be provided to the judging panel and will therefore not be considered in the evaluation process.

The format for the required documentation for all Educator categories is:

1. Completed, and electronically submitted, online application for the one of the *Educator* categories.

2. Completed and submitted online endorsement.

3. Curriculum Vitae of **a maximum of four (4) pages**, in single spaced Arial 11pt font (Word/PDF), including the contact details of two (2) referees.

Naming Conventions

they permit the use of any materials submitted for the purposes of the selection process and that it may be used for promotional purposes;
in the event they are