

AFTRS AWARDS FOR STAFF EXCELLENCE

1. Purpose and Scope

This document provides detail about the nomination, selection and presentation of the annual AFTRS Awards for Excellence.

The Rewards and Recognition Working Group, in consultation with the Director of People and Culture and Director of Teaching & Learning, should drive this process and provide administrative support in the preparation and presentation of these awards.

2. Procedure

Three categories of award are presented to staff annually, through a formal selection process:

1. Award for Excellence in Teaching Practice
2. Award for Excellence in Supporting Student Learning (non-teaching departments)
3. Award for Excellence in Service

These awards align with the AFTRS values:

AFTRS VALUE	ALIGNMENT
We work Together	The awards acknowledge the active collaborations and interactions that embody the spirit of working together for a greater good.
We practise Generosity	The awards exemplify the spirit of generosity by encouraging the sharing of best practice in teaching and student support, as well as acknowledging the generosity of teaching and non-teaching staff in supporting students.
We believe in Merit	The awards embody a spirit of merit by recognising the accomplishments of staff.
We encourage Daring	The awards encourage daring through recognising innovative practice in advancing student learning and experience, as well as supporting students to explore challenging and new ideas and approaches.
We strive for Mastery	The awards recognise and promote mastery through acknowledging the ongoing development of the capacity of staff to reach mastery in their specific areas of practice.

2.1 Nomination

The Awards Curriculum Manager is responsible for generating the survey questions, in consultation with the Rewards and Recognition Working Group, and creating a Survey Monkey online link. This is then emailed to all AFTRS staff and students, by the CEO's office with an invitation from the CEO to nominate their colleagues and teachers. The CEO's office will also send out reminders to staff and students to vote ahead of the closing date.

2.2 Eligibility:

Award (1) Any teacher or (2) non-teaching staff member who has a direct impact on students learning who have worked for AFTRS within the relevant calendar year. Award (3) any AFTRS staff member employed in the calendar year.

The online survey (instructions and link supplied via staff intranet and Moodle Student portal) will ask nominators to make a short statement aligned to AFTRS values, about their nominee to support the nomination. Nominators should also select the relevant values being demonstrated via the tick-boxes displayed in the survey.

Nominations are open for a period of one teaching year, for equity and to ensure the work of all staff can be acknowledged. The Survey Monkey link should be open and accessible throughout this whole period. A reminder email with relevant details will be sent to all staff and students each month.

2.3 Interim Awards

Interim awards will be presented each month at the Town Hall meeting where **up to** four “top nominees” from across the three award categories will be announced.

Each interim award recipient will receive a certificate, prepared by Library staff, a voucher to spend at the AFTRS Provenance café and they will also be recognised on the Intranet page.

These interim awards have no impact on the selection of the final award.

2.4 Final Awards

The Final award recipients will be a certificate, prepared by Marketing and a dollar amount that can be used to pay for professional development (as selected by the individual recipient/s and agreed with AFTRS People and Culture).

The Final awards will be presented at the final Town Hall of the year in December, by the CEO.

For the Excellence in Teaching Practice award, the CEO should note whether the nominations had been received by students, peers or both.

Certificates for each award category will be prepared by the Marketing department, using approved templates. The list of award recipients should be given to Marketing immediately after the selection panels have met and arrived at their decisions.

2.5 Post-awards presentation

After the award presentation, staff will be emailed the outcome of which staff members received final awards. Any award recipients who were unable to attend the Town Hall should be given their award as soon as practicable after the event. Nominees and winners will also appear on the Intranet page. Nomination feedback for all nominees will be shared with the individuals after the awards are presented.

2.6 Selection Process

2.6.1 Interim Awards

The interim awards are determined by a sub-committee of the Rewards and Recognition Working Group, comprised of 3 members from Awards, Engagement and School Resources divisions. The selection process is based on the quality of nominations received within each category.

2.6.2 Final Awards

A selection panel for Awards 1 and 2 will be convened and minuted by the Curriculum Manager, comprising the following members:

1. Chaired by Chair of Academic Board
2. Director of Teaching & Learning (or delegate)
3. Director of People & Culture (or delegate)

A selection panel for Award 3 will be convened and minuted by the People and Culture team, comprising the following members:

1. Chaired by CEO
2. Director of People and Culture (or delegate)
3. One staff member not in the final nominee list: chosen from any of the Reward and Recognition Working Group representatives.

Panels assess all nominees using the nomination selection criteria (attached) as a guide to determine how each nominee embodies the AFTRS values, *Mastery, Daring, Merit, Generosity and Together*, and the winners within each category.

There will be at least one (and maximum three) final recipient/s for each award category.

For those nominated for an Excellence in Teaching Practice award, their conduct record and any outstanding academic appeals against them will be considered and their nominations discounted if there is revealed to be any pending or unresolved investigations.

3. Definitions

Award for Excellence in Teaching Practice

The recipient deploys best practice ways to engage students in a variety of learning activities and demonstrates behaviours that 'Live the Values' of AFTRS. The candidate embraces practice-based creative teaching to develop critical thinking and/or craft skills. The candidate integrates advancements in teaching practice in the classroom. The recipient encourages a diverse, thriving and creative environment for learners. The candidate actively nurtures and values difference and originality.

Award for Excellence in Supporting Student Learning

This recipient demonstrates a sustained commitment to provide excellent support to students and demonstrates behaviours that 'Live the Values' of AFTRS. This may include developing new work practices and / or processes that improve the student experience. It may also include the creation of new projects and initiatives that seek to engage and support students more effectively. The candidate actively nurtures and values difference and originality and is this evident in how they work with students.

Award for Excellence in Service

This recipient demonstrates a sustained commitment to provide excellence in service and contribution to AFTRS and demonstrates behaviours that 'Live the Values' of AFTRS. The recipient actively identifies new processes and solutions and provides advice, support and guidance to colleagues, as well as demonstrating excellent cross unit collaboration skills, when required. The candidate actively nurtures and values difference and originality. The recipient's contributions and commitment are highly valued by team members.

4. Authorisation and Distribution

Authorisation	CEO
Date	20 July 2020
Responsible Officer	Director of People and Culture
Minor Amendment Authorisation Date	
Contact Officer	Curriculum Manager
Effective Date	20 July 2020
Distribution	Intranet and AFTRS website
Review Date	Three years from effective date; earlier or later dependent on external factors such as legislative reform.
Current version	AFTRS Awards for Excellence procedure_v6.0
Supersedes	-
Associated Documents	-

AFTRS

Australian Film Television
and Radio School

ATTACHMENT: nomination selection criteria

Award Category	Selection criteria				
<p>Award for Excellence in Teaching Practice The recipient deploys best practice ways to engage students in a variety of learning activities. The recipient embraces practice-based creative teaching to develop critical thinking and/or craft skills. The recipient integrates advancements in teaching practice in the classroom. The recipient encourages a diverse, thriving and creative environment for learners. The recipient goes above and beyond in providing support to students. The recipient actively nurtures and values difference and originality.</p>	<p>The recipient demonstrates mastery by deploying best-practice ways to engage students through a variety of learning activities.</p>	<p>The recipient shows daring by actively embracing practice-based creative teaching to develop critical thinking and/or craft skills.</p>	<p>The recipient embodies merit by remaining informed about and implementing advancements in teaching practice.</p>	<p>The recipient demonstrates generosity by encouraging a diverse, thriving and creative environment for learners, and actively nurturing and valuing difference and originality.</p>	<p>The recipient fosters collaboration enabling peers and students to work together and thereby improving the learning experience for all.</p>
<p>Award for Excellence in Supporting Student Learning This recipient demonstrates a sustained commitment to provide excellent support to students. The recipient goes above and beyond in providing advice, support and guidance to students. The recipient actively nurtures and values difference and originality and is this evident in how they</p>	<p>The recipient strives for mastery in their own area of practice in order to better assist students</p>	<p>The recipient demonstrates daring in their approach to providing support to students challenging new and novel approaches are explored.</p>	<p>The recipient actively seeks out new and innovative ways to support students.</p>	<p>The recipient is generous in their interactions with students: sharing time, resources and/or knowledge to assist students.</p>	<p>The recipient demonstrates active engagement and collaboration within their team and / or across the school to provide a consistently high level of support to students.</p>

Award Category	Selection criteria				
<p>work with students. This may include developing new or refining existing work practices and / or processes to improve the student experience. It may also include the creation of new projects and initiatives that seek to engage and support students more effectively.</p>					
<p>Award for Excellence in Service This recipient demonstrates a sustained commitment to provide excellent support to the school. The recipient goes above and beyond in providing advice, support and guidance. The recipient actively nurtures and values difference and originality and is this evident in how they work. This may include developing new or refining existing work practices and / or processes. It may also include the creation of new projects and initiatives that seek to engage and support staff, students and the school more effectively.</p>	<p>The recipient strives for mastery in their own area of practice in order to better assist the school</p>	<p>The recipient demonstrates daring in their approach to providing support to the school challenging new and novel approaches are explored.</p>	<p>The recipient actively seeks out new and innovative ways to support the school.</p>	<p>The recipient is generous in their interactions with staff and students: sharing time, resources and/or knowledge to assist various processes.</p>	<p>The recipient demonstrates active engagement and collaboration within their team and / or across the school to provide a consistently high level of support.</p>