

|  |
| --- |
| Tips for writing your nomination |
|  |
|  |

# Purpose

This document will help you write your nomination for the 2025 Victorian Protecting Children Awards. There are tips for presenting the nominee's accomplishments in a clear and effective way. Your nomination must provide the judging panel with the relevant information they need to make an informed decision.

# Tips

## Use clear and concise language

* To help the judges evaluate the nominations, it is important to provide clear and concise information.
* Information should be easy to read and understand. It should not have any unnecessary details that are not relevant to the nomination criteria.
* Make sure to focus on the key points and achievements of the nominee, relevant to the category you are nominating them for.
* Avoid using jargon or technical language that may be difficult to understand.

## Stand out from the crowd

The judges will be looking for exceptional candidates that have truly made an impact on their community or organisation. To increase the chances of your nominee being selected, it is important to emphasise the accomplishments of the nominee and how they have exceeded expectations.

* Provide specific examples of how the nominee has achieved success in their work. For example, if the nominee has a record of delivering projects on time and under budget.
* Explain how they have done this. You could use a case study or testimonials from colleagues or clients.
* Highlight the nominee's unique approach to their work or how they think outside the box. For example, if the nominee has developed an advanced solution to a common problem, or if they have taken a non-traditional approach to their work.
* Show the nominee's qualities, and the impact of the nominee's work on the larger children and families services sector.
* The judges will be looking for nominees who have had a positive impact on their community or organisation. Highlighting these aspects in the nomination can help to demonstrate the nominee's value and set them apart from other nominees.

## Nominate like you are addressing key selection criteria for a job

Addressing the judging criteria is an important step as it demonstrates that the nominee meets the requirements for the award.

Here are some tips on how to effectively address the nomination criteria:

* Read the criteria carefully. Make sure you understand the criteria and what the judges are looking for, taking the explanation of the award category into consideration.
* Tailor your response: use the CAR method when tailoring your response to the specific criteria:
	+ **C**ontext: describe the situation.
	+ **A**ction: describe the action that the nominee took. Avoid making general statements.
	+ **R**esult: detail the outcome of the action. Offer specific facts that support the result.
* Use real examples: provide specific examples of the nominee's accomplishments, such as statistics, case studies, or testimonials from colleagues or clients. These examples will help to explain the nominee's experience and make a stronger case for their selection.
* Highlight the nominee's impact on the community, organisation or the sector, and their qualities. This will help the judges to understand the nominee's value and the impact of the nominee's work.

## Make the most of the opportunities available

* Carefully read and understand the selection criteria and provide a detailed and thoughtful response.
* Use the full word count provided.
* Be sure to include the referee letter as these can provide valuable insight into the nominee's qualifications and accomplishments.

## Ask someone to proofread your nomination

* The judging panel will be evaluating the content of the nomination and the nominee's qualifications. It is important to present the nomination in a clear, professional and easy-to-read format.
* Having a third party review and proofread the nomination can help the nomination to be well-written, flow smoothly and address the selection criteria.
* Ensure that the nomination is polished and presents the nominee in the best possible light factually.

## Ask for help

The Awards Team is available to provide guidance and answer any questions you may have throughout the nomination process.

If you have any questions, please contact us by emailing the Awards Team at protectingchildren.awards@dffh.vic.gov.au or by calling (03) 9285 3873.

|  |
| --- |
| To receive this publication in an accessible format phone (03) 9285 3873, using the National Relay Service 13 36 77 if required, or email the Awards Team protectingchildren.awards@dffh.vic.gov.au.Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne. © State of Victoria, Australia, Department of Families, Fairness and Housing, February 2025.Available at the [Victorian Protecting Children Awards](https://www.dffh.vic.gov.au/victorian-protecting-children-awards) website.  |