



# NSW INSTITUTE OF SENIOR EDUCATIONAL ADMINISTRATORS

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## ISEA AWARD FOR EXCELLENCE IN THE ADMINISTRATION OF PUBLIC EDUCATION

### CONDITIONS

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All references to:

“**the ISEA**” means the constituted body - New South Wales Institute of Senior Administrators

“**the Award**” means the ISEA Award for Excellence in the Administration of Public Education

“**the Nominee**” means either an individual or several individuals combining for a joint nomination for the Award

“**the Department**” means the NSW Department of Education and Training

“**the Panel**” means the ISEA Award for Excellence in the Administration of Public Education Selection Panel

“**Professional Activity**” includes study tour, research activity, course/conference participation or any other professional activity recognised by the Panel.



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## CONDITIONS

### ISEA Award for Excellence in the Administration of Public Education

#### 1. The Award

Is to be known as ISEA Award for Excellence in the Administration of Public Education and will be awarded annually to a member(s) of the ISEA in recognition of their outstanding contribution to the administration and conduct of public education in NSW. The recipient(s) will receive an inscribed medallion and a payment of up to \$5000.00 to support them in undertaking a professional activity of their choice.

#### 2. Selection Panel.

The ISEA will appoint the Award Panel. The Panel will assess the nominations on their merits according to the set criteria and then make a recommendation to the ISEA State Council for the Award. The State Council will make the final decision and announcement of the Award recipient(s).

#### 3. The Award Criteria

The award will be determined, in the opinion of the Panel, by how each nomination addresses the relevant aspects of the following criteria and how the award will best consolidate, support or extend the contribution of the recipient(s):

- a) represents best practice in any aspect of the administration of public education
- b) aligns to a Department or ISEA priority or function
- c) demonstrate a significant outcome at the local or systems level
- d) identifies the contribution made by the individual or group in achieving the outcome
- e) shows a relationship/link to student outcomes.

#### 4. Nominations

- a) Nominations for the Award may be made by any financial member of the ISEA nominating an eligible colleague or as a self nomination.
- b) Where two or more individuals are jointly nominated for the Award a separate Nomination Form is required for each. All nominees must be

- financial member of the ISEA and are required to sign the Nomination Form.
- c) Nominations for the Award will be undertaken in three phases:
    - i) a Nomination Form must be completed and forwarded along with all supporting documentation to the Executive Officer of the ISEA by the advertised due date
    - ii) the Panel will meet with selected nominators/nominees to further discuss the nomination
    - iii) the recipient of the Award submits a detailed outline of their professional activity, including approximate costings, to the Panel for approval.
  - d) Where applicable nominees should indicate if the Award is to be used in conjunction with other Awards or funded activities

## **5. Nomination Forms**

Nomination forms are obtainable from the ISEA website <http://www.iseansw.org.au> or from the ISEA Executive Officer.

## **6. Eligibility Criteria.**

To be eligible for the Award a nominee must be a financial member of the ISEA at the time of the nomination and during the period of the Award. There is no minimum requirement concerning the amount of time a nominee has been a member of the ISEA.

## **7. Past Recipients.**

Nominations for past recipients of the Award will not be considered by the Panel unless a period of five years has elapsed since the previous Award was granted.

## **8. Leave**

In cases where leave is required to undertake the professional development activity the recipient will be required to arrange such leave within their normal leave entitlements and conditions.

## **9. The Award Recipient.**

In accepting the nomination by signing the nomination form the nominee agrees to:

- a) allow the selection panel to contact a nominated colleague to confirm details provided in the nomination form
- b) organise and undertake a professional activity in either Australia or overseas. The activity must be completed within a year of the official announcement of the Award
- c) within 90 days of completing their professional activity submit a professional report to the ISEA that includes an overview of the activity and any implications or proposals for improving public education in NSW
- d) provide an itemised account of expenditure associated with the Award at the completion of the professional activity

- e) allow publication of their report by the ISEA on its website, newsletters and journals.

**10. Award Payment**

- a) The award payment is an amount up to \$5000.00. The funds will be paid directly into the recipient's nominated bank account in two instalments. The first payment of up to \$3000.00 will be made upon confirmation of the recipient accepting the Award and associated conditions. The second payment of up to \$2000.00 will be made following an itemised account of expenditure from the recipient after completing the professional activity.
- b) In the case of a Joint Award the payment will be shared equally between all listed recipients.
- c) The Panel may request the return of unexpended funds following receipt of the itemised account at the completion of the professional activity.
- d) The award funds are not transferable.

**11. Tax.**

The ISEA cannot give the recipient(s) advice on any tax consequences of receipt of Award funds. Recipients may wish to seek their own advice.

**12. Travel At Own Risk.**

In accepting the Award the recipient(s) accepts that they travel at their own risk.

**13. Research Practice.**

Any research study must be conducted within acceptable ethical standards for research practice. The *DET Strategic Research Guidelines* and the *DET Guidelines for Approving Applications from External Agencies to Conduct Research in NSW Government Schools* provide an outline of such practices. <http://www.det.nsw.edu.au/media/downloads/rearch.pdf>

**14. Non-award of Fellowships**

The ISEA State Council may upon recommendation of the Panel not announce an Award in a given year if it decides that there are no suitable applicants for the Award.

**15. Feedback**

All nominators/nominees will be advised in writing of the Award recipient prior to the public announcement.

**16. Subject to change**

These Conditions are subject to change at any time without prior notice.

Endorsed

ISEA State Council

13 June 2007

