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## Victorian Chapter

# 2019 NAWIC Vic Awards for Excellence Nomination Information

Friday 25 October 2019  
Grand Hyatt Melbourne  
123 Collins Street, Melbourne

### Key Dates:

Nominations Open:	Friday 31 May 2019
Awards Mid-Point Check In:	Thursday 27 June
Nominations Close	Friday 12 July 2019 5:00pm
Awards Dinner:	Friday 25 October 2019

# 2019 Submission Outline

## RMIT University Student, Apprentice or Trainee Award

***This award recognises the achievement of a student currently studying at an educational institution. The successful student, apprentice or trainee will be presented with a cheque for \$1,000.***

**OPEN TO:** An Individual who is currently enrolled in a construction industry-related course e.g. architect, interior design, engineering (civil, electrical, mechanical), landscape architect, project management, construction management.

- 1. Nominee's biography.** **500 words**  
This should include:
  - Education, including certified academic results if any
  - Relevant work history**(5 points)**
- 2. Outline the nominee's general interests and involvement with community activities.** **400 words**  
**(5 points)**
- 3. Provide the following information:** **600 words**
  - Name of your educational institution and details of course being undertaken
  - Details of your coursework
  - Highlights in your chosen field
  - Work experience
  - Describe the challenges you have encountered in your field and how you overcame them
  - What are your goals and aspirations in your career and community or other
  - Describe in what way you show dedication in your chosen field and the construction industry**(10 points)**
- 4. Provide written references.**  
Please provide two written references one of which is to be academic.
  - Referee 1
  - Referee 2**(10 points)**

### **SUPPORTING INFORMATION**

- 5. Summary of submission** **200 words**  
To be written in the **third person** for use in the Awards presentation and eBook
- 6. Authorisation Form**  
ALL nominees, must complete, sign and upload this form on the Awards Nomination Website. **Student's Authorisation Forms must be signed by their educational institution and employer if relevant.**
- 7. Any other relevant material or details**

**Please complete this checklist prior to submitting your nomination online. Have you:**

- Completed the nomination form and submission online
- Completed and signed the authorisation form
- Uploaded one head shot of the nominee
- Uploaded three different photographs which are relevant to the nominee's submission

NB Photographs to be digital at minimum 300 dpi resolution in JPEG format for use in AV presentation and Awards eBook. **THIS IS ESSENTIAL**

## Authorisation Form

To be completed and signed by all nominees and uploaded with your online nomination

### Section 1: Confirm Award Category

- John Holland Crystal Vision Award
- Downer Group Businesswoman Award
- Lendlease Building and Construction Award
- Hickory Group Design Award
- Icon Communication, Stakeholder and Media Management Award
- Boral Safety Award
- Hamilton Marino Emerging Leader Award
- Multiplex Young Achiever Award
- RMIT University Student, Apprentice or Trainee Award

### Section 2: Nominee Declaration

I acknowledge and confirm:

- All information set out in my nomination is true and correct
- I will be bound by the Conditions of Entry
- I understand the judges' decision is final, and no correspondence or discussion will be entered into.
- I understand information and images provided as part of my submission may be used for promotional material at and/or following the awards. This includes but is not limited to big screen visual presentations on awards night, website marketing, publications and social media, including NAWIC".
- I agree to the discretion of NAWIC

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Section 3: Company Declaration

I/we acknowledge and confirm:

- All information set out in my nomination is true and correct
- I/we will be bound by the Conditions of Entry
- I/we understand the judges' decision is final, and no correspondence or discussion will be entered into.
- I/we understand information and images provided as part of my submission may be used for promotional material at and/or following the awards. This includes but is not limited to website marketing, publications and social media.
- I/we agree to the discretion of NAWIC

Company: \_\_\_\_\_

Name: \_\_\_\_\_

Office/Position: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## How to Nominate

1. All nominations must be submitted online at <https://crystalvision.awardsplatform.com>.
2. Nominees must register themselves by completing all the required fields.
3. Select "Start an Entry".
4. Nominees must read and agree to be bound by the NAWIC Terms and Conditions of Nomination.
5. Nominees must select the state and category for their nomination.
6. Nominees must complete the online submission, within the word count specified for each assessment criteria.
7. **ALL** nominees must complete and signed the authorisation form
8. Nominees must ensure that all relevant attachments, references and photographs are attached before submitting the entry.
9. Nominees may make additions or changes up until the closing date.

### ALL NOMINEES MUST BE NAWIC MEMBERS:

[https://www.nawic.com.au/Web/Membership/Web/Membership/Become\\_a\\_Member](https://www.nawic.com.au/Web/Membership/Web/Membership/Become_a_Member)

## Key Dates

Nominations Open:	Friday 31 May 2019
Awards Mid-Point Check In:	Thursday 27 June 2019
Nominations Close:	Friday 12 July 2019 5:00 pm
Dinner Registrations Close:	Friday 27 September 2019
Awards Presentation Dinner:	Friday 25 October 2019

## Nomination Enquiries

National Association of Women in Construction – Victorian Awards Committee      Vic\_Awards@nawic.com.au

## Event Enquiries

Amanda Dale, ADvent Event Management    E: [amanda@adem.com.au](mailto:amanda@adem.com.au)    T: 0407 527 522

## Tips for Preparing a Nomination

1. Make sure the nomination directly addresses all the award criteria.
2. If possible, include written references from clients or colleagues of the nominee outlining how the nominee has satisfied the award criteria.
3. Make sure that the nomination is personal and refers to the nominee's achievements rather than the organisation's achievements. Make it clear to the judges how the nominee contributed to the achievements.
4. Proofread your nomination at least twice and better still have a colleague proofread it also. There is nothing more distracting than typos and spelling mistakes.
5. Start your nomination as soon as you can. You may save the nomination and amend it as many times as you wish right up until the closing date.
6. Aim to submit your nomination well in advance of the closing date to avoid unexpected delays.

## Terms & Conditions of Entry

1. All nominations must comply with the rules stated on the online awards nomination website.
2. With the exception of the Crystal Vision, only individuals may be nominated for an award. An individual may be nominated on behalf of a group of people. Organisations may be nominated for the Crystal Vision.
3. Individual nominees must usually reside in Victoria. Organisations nominated for the Crystal Vision Award must have an operational unit in Victoria.
4. You must be a current member of NAWIC to nominate or be nominated for an award.
5. Nominees may be self-nominated or nominated by another person. (If nominating another person, it is recommended that their endorsement is obtained for privacy reasons).
6. Nominees may enter more than one award category.
7. Nominations are encouraged from both the public and private sectors who are employed by small, medium or large organisations or those who are self-employed. Nominees will be assessed primarily by reference to their own achievements (i.e. their contribution to a project).
8. Nominees should address all the selection criteria described in the nomination form and submission document and may provide further information if it is relevant to their submission.
9. Nominees should be prepared to attend an interview and site inspection with the judges if required, regardless of which category has been entered. This will enable the nominees to demonstrate to the judges any unique or outstanding features of their work and to explain any other relevant matters.
10. All winners are encouraged to attend at least two additional NAWIC events in your state during the financial year.
11. The Crystal Vision Award winner in each state will be expected to speak at least one NAWIC event in their state.
12. All nominees are encouraged to attend the Awards Presentation Dinner.
13. NAWIC reserves the right to use any entry in the Awards for promotional and marketing purposes. NAWIC will use its best endeavours to avoid, but will not be responsible for, any error, omission or misrepresentation made in such case.
14. Nominees are requested to consent to their contact details being provided to NAWIC's public relations consultants for the purpose of any Awards-related or general public relations activities (e.g. newspaper articles, television or radio appearances, etc.).
15. The judges' reserve the right to request further information and documentation from a nominee if required.
16. The judges' reserve the right to determine the eligibility or otherwise of each nomination.
17. The judges' reserve the right to consider a nominee from any other award category regardless of whether the nomination has been submitted for that award.
18. Winning entries from past NAWIC Awards may not be resubmitted, however, previous entries that did not win may be resubmitted providing the nomination complies with the criteria listed for each category.
19. NAWIC reserves the right to extend the final date of entry submission, or at its discretion provide extensions to one or more nominees. NAWIC is under no obligation to provide an extension to all nominees or publish any extension.

## Judging Process

1. Each category will to be judged by a panel of 3 senior professionals from construction or construction-related organisations.
2. There is one Award for Excellence in each category. The judging panel may decide not to present an Award in a particular category. In some circumstances there may be a Commendation in addition to or instead of an Award.
3. The judges' decision is final, and no correspondence or discussion will be entered into.
4. The various panels have been carefully constituted to ensure that no conflict of interest exists or is seen to exist.
5. Compliance with the entry requirements is taken into consideration by the judges. Failure to comply with the entry requirements may result in disqualification.
6. The judges may request further information and/or documentation from a nominee if necessary, to fully consider the submission.
7. If the judges do not consider that a person nominated in a particular category meets a standard sufficient to warrant the presentation of an award, the judges are not bound to give an award in that category.