

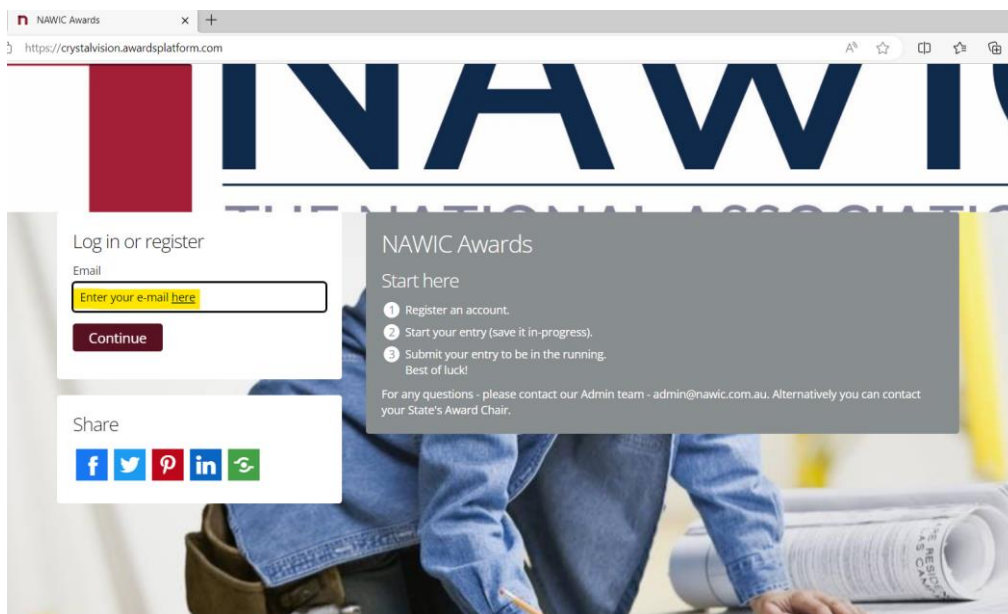
# NAWIC ACT

## How to Guide to Award Nomination Entry

**\*Entries close 30<sup>th</sup> September 2023\***

### Register & Login

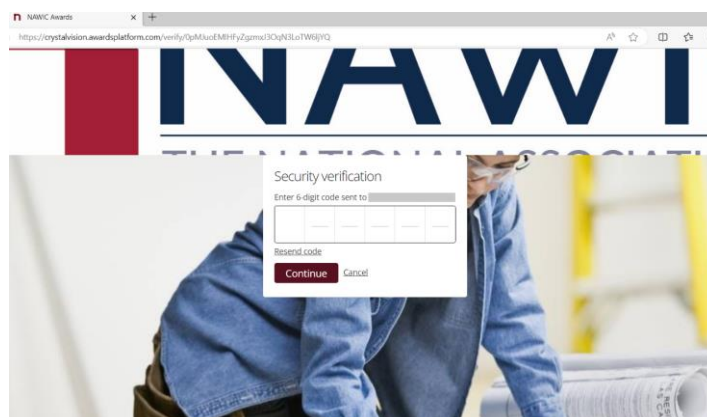
**Step 1:** Use link to access NAWIC awards nomination page <https://crystalvision.awardsplatform.com/>



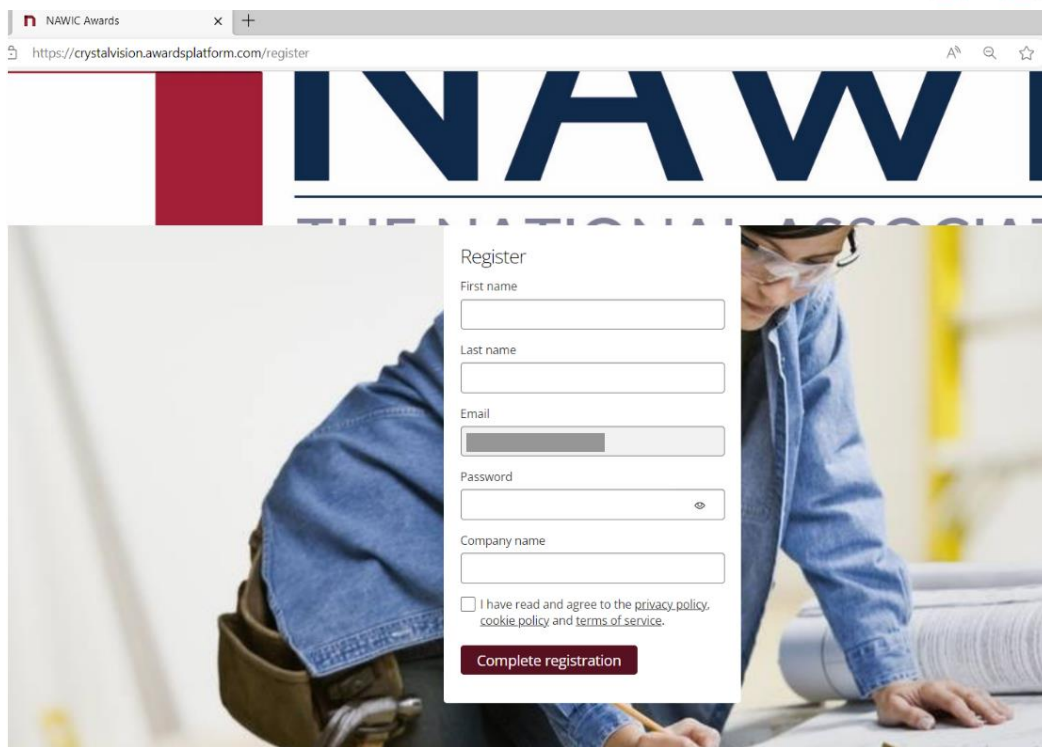
**Step 2:** If this is your first time using Awards Platform, please create an account. If you have an account, continue to log in using your registered e-mail account and skip to **Step 4**.

**Step 3:** To create a new account, begin by entering your e-mail address in the e-mail field and click Continue. Follow the prompts provided.

i. Enter the 6-digit code sent to your e-mail address.



ii. Enter the details requested and click Complete registration.



Register

First name

Last name

Email

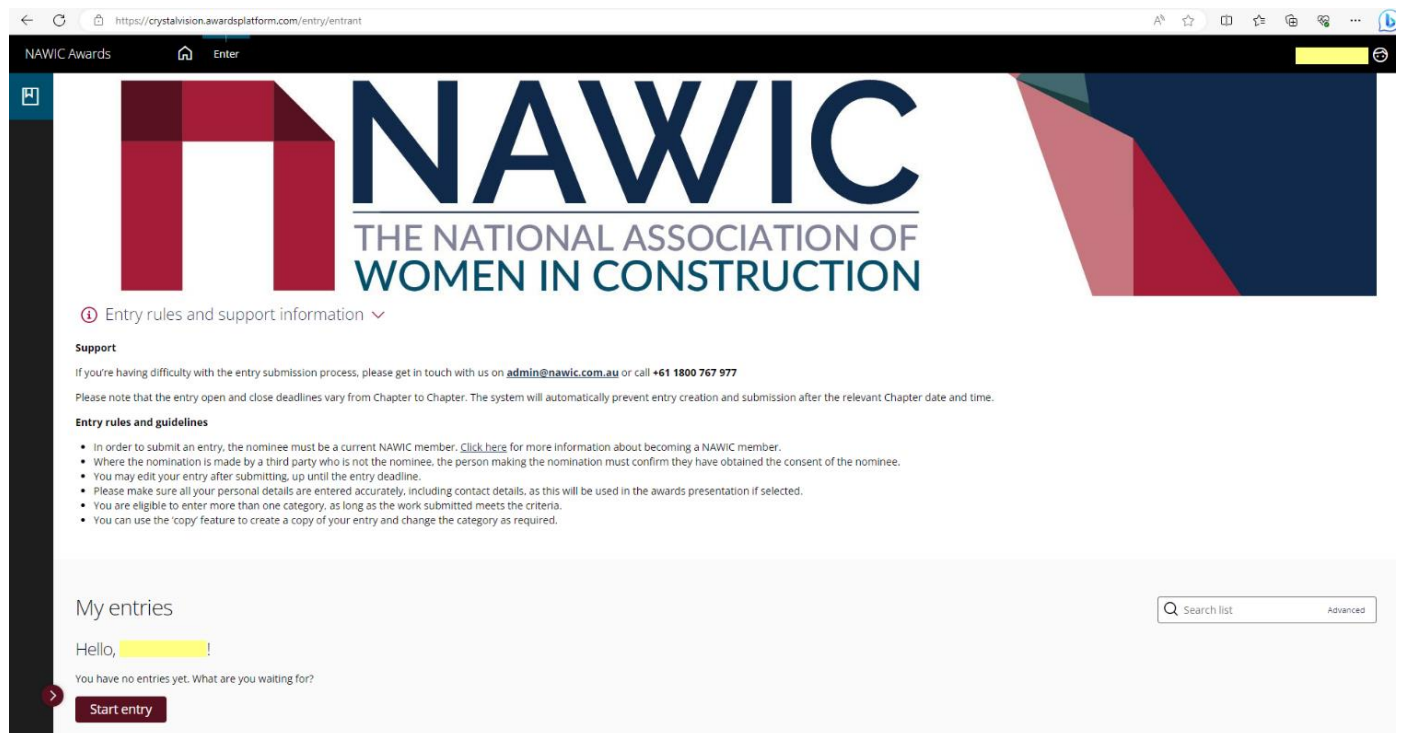
Password

Company name

☐ I have read and agree to the [privacy policy](#), [cookie policy](#) and [terms of service](#).

**Complete registration**

iii. Once your account has been registered, you will see the following landing page:



NAWIC Awards Enter

**NAWIC**  
THE NATIONAL ASSOCIATION OF  
WOMEN IN CONSTRUCTION

① Entry rules and support information ▼

**Support**

If you're having difficulty with the entry submission process, please get in touch with us on [admin@nawic.com.au](mailto:admin@nawic.com.au) or call +61 1800 767 977

Please note that the entry open and close deadlines vary from Chapter to Chapter. The system will automatically prevent entry creation and submission after the relevant Chapter date and time.

**Entry rules and guidelines**

- In order to submit an entry, the nominee must be a current NAWIC member. [Click here](#) for more information about becoming a NAWIC member.
- Where the nomination is made by a third party who is not the nominee, the person making the nomination must confirm they have obtained the consent of the nominee.
- You may edit your entry after submitting, up until the entry deadline.
- Please make sure all your personal details are entered accurately, including contact details, as this will be used in the awards presentation if selected.
- You are eligible to enter more than one category, as long as the work submitted meets the criteria.
- You can use the 'copy' feature to create a copy of your entry and change the category as required.

**My entries**

Hello, [user name]!

You have no entries yet. What are you waiting for?

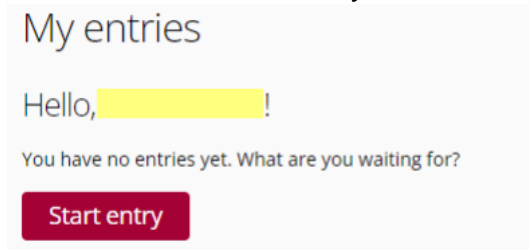
**Start entry**

Search list Advanced

If you have previously created a login but have forgotten your password, click "Forgot password" and follow the prompts. Once logged in, continue to **Step 4**.

## Creating a Nomination Entry

**Step 4:** To begin a new nomination, click on “Start entry”



My entries

Hello, [Name]!

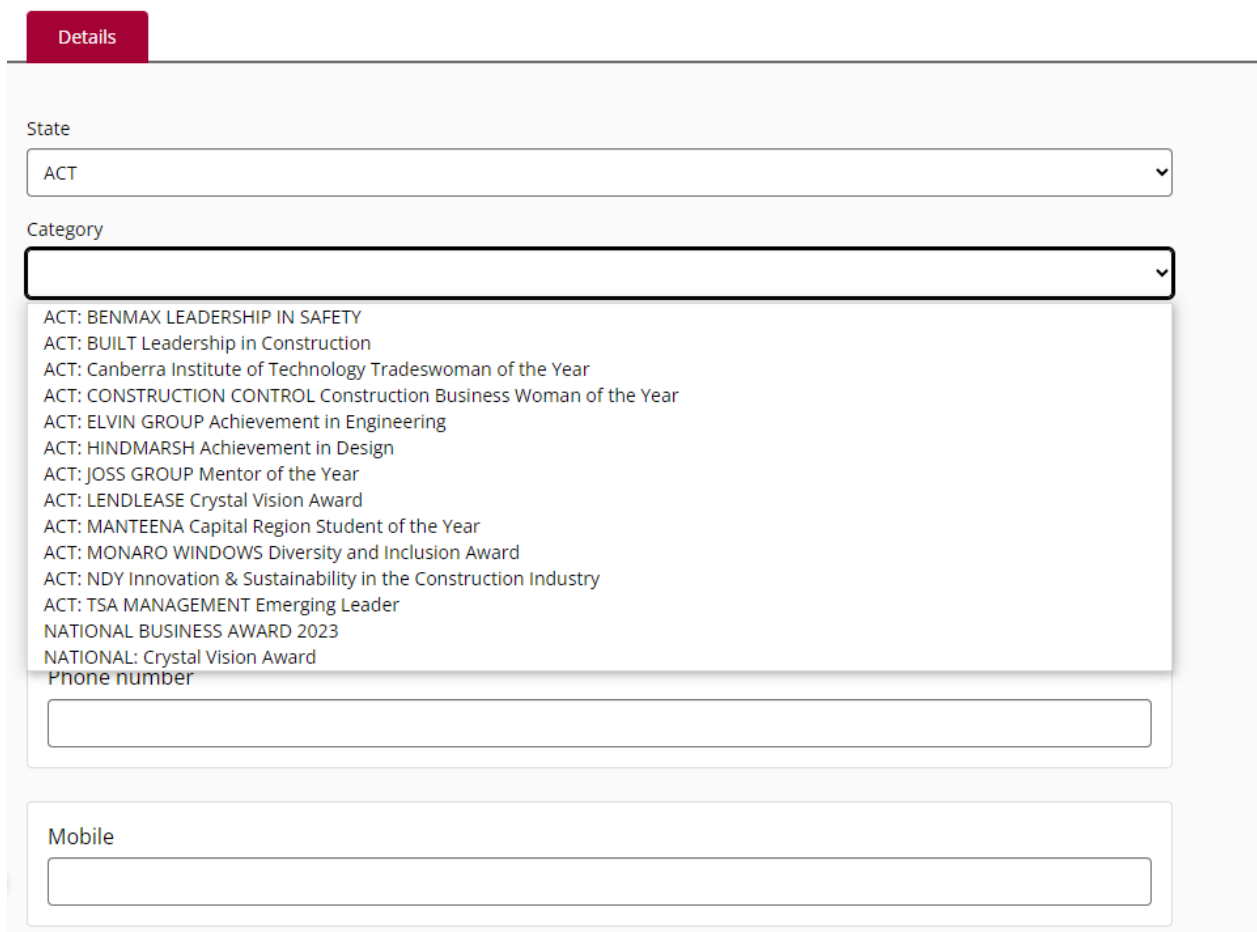
You have no entries yet. What are you waiting for?

[Start entry](#)

**Step 5:** Select “ACT” from the first drop down menu. The list of applicable categories for the NAWIC ACT Crystal Vision Awards will appear. Select the category you would like to enter.

My entries → Entry form → Start entry

All questions must be answered, unless marked optional.



**Details**

State

ACT

Category

ACT: BENMAX LEADERSHIP IN SAFETY  
 ACT: BUILT Leadership in Construction  
 ACT: Canberra Institute of Technology Tradeswoman of the Year  
 ACT: CONSTRUCTION CONTROL Construction Business Woman of the Year  
 ACT: ELVIN GROUP Achievement in Engineering  
 ACT: HINDMARSH Achievement in Design  
 ACT: JOSS GROUP Mentor of the Year  
 ACT: LENDLEASE Crystal Vision Award  
 ACT: MANTEENA Capital Region Student of the Year  
 ACT: MONARO WINDOWS Diversity and Inclusion Award  
 ACT: NDY Innovation & Sustainability in the Construction Industry  
 ACT: TSA MANAGEMENT Emerging Leader  
 NATIONAL BUSINESS AWARD 2023  
 NATIONAL: Crystal Vision Award

Phone number

Mobile

**Note:** The **Eligibility criteria**, **Additional Information Required** and **Judging Criteria** for each category are displayed on the Entry landing page for the individual/selected category (see figure below for “Mentor of the Year Award” example).

Weighting for each judging criteria is provided on this page.

A blank “Entry PDF” can be downloaded for offline reference. Criteria questions will be printed in the PDF.

Please note that entries that do not meet the eligibility criteria and/or do not provide all the required additional information **may not be accepted**. The entrant will be notified prior to the submission deadline if any criteria or submission requirements have not been met and may be asked to re-submit entries and/or re-upload attachments.

**Mentor of the Year Award**  
**Sponsored by Joss Group**

**Purpose**  
 This award recognises an individual, man or woman, that is a mentor, assisting and encouraging women in the construction industry.  
  
 This award promotes investment in the development of women in the construction industry; it acknowledges the outstanding contributions made by the mentor to the professional growth, guidance and betterment of their female mentees.

**Eligibility**  
 The following conditions apply for who can be entered into this award category:
 

- Open to individuals, male or female.
- Candidates must be based and working in the Capital Region.
- Candidates can nominate themselves or be nominated by someone else.
- Candidates must read and agree to be bound by the Conditions of Entry.


**Additional Information Required**  
 Nominees are required to provide the following as an attachment:
 

- A summary profile (100 words or less) about yourself or the individual being nominated.
- A letter of reference or endorsement from a trainee or mentee in the mentoring program.
- A minimum of two photos of the nominee and one photo of projects (for use in marketing material).
- Any endorsements/approvals required for the photos provided.

**Judging Criteria**  
 Nominations will be assessed in accordance with the nominee's ability to meet the following assessment criteria and respective weightings:
 

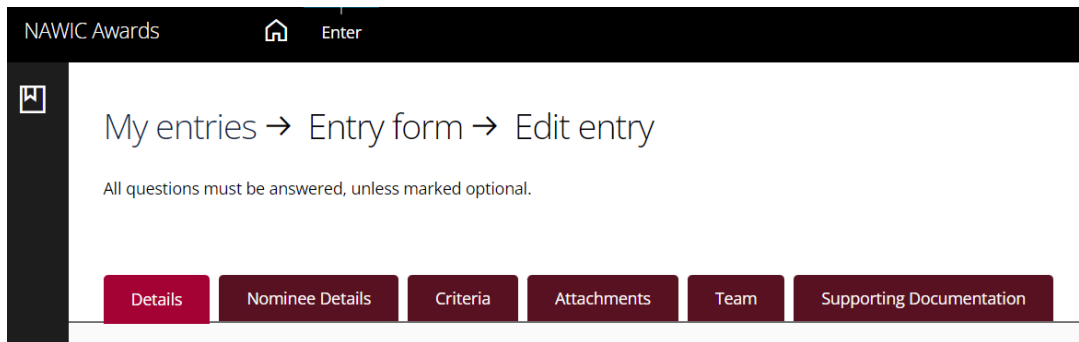
- Describe the mentoring and demonstrate how this assists employees/trainees/apprentices develop skills and leadership qualities (30%) **← Weighting**
- Provide details of how the mentoring program/mentor relationship provides a forum to share experiences, business skills and expertise to benefit others, particularly women in the construction industry (20%)
- Provide details of successful experiences where mentees have gained professional growth and guidance in career development or how a mentor has utilised expertise and networks to assist others and resolve challenges (20%)
- Provide details of how organisational change has occurred and how the mentor program has benefited women in the construction industry (30%)

**Important Dates**  
 Nominations Open: 13th July 2023  
 Nominations Close - 30th September 2023  
 ACT Awards Night - 17 November 2023


[Download blank entry PDF for reference](#)
← Downloadable PDF for offline reference

**Step 6:** Complete all fields in the respective category. All tabs (except “Team”) must be completed for a nomination to be complete and accepted.

The **Team** tab is not applicable to the 2023 ACT Crystal Vision Awards.

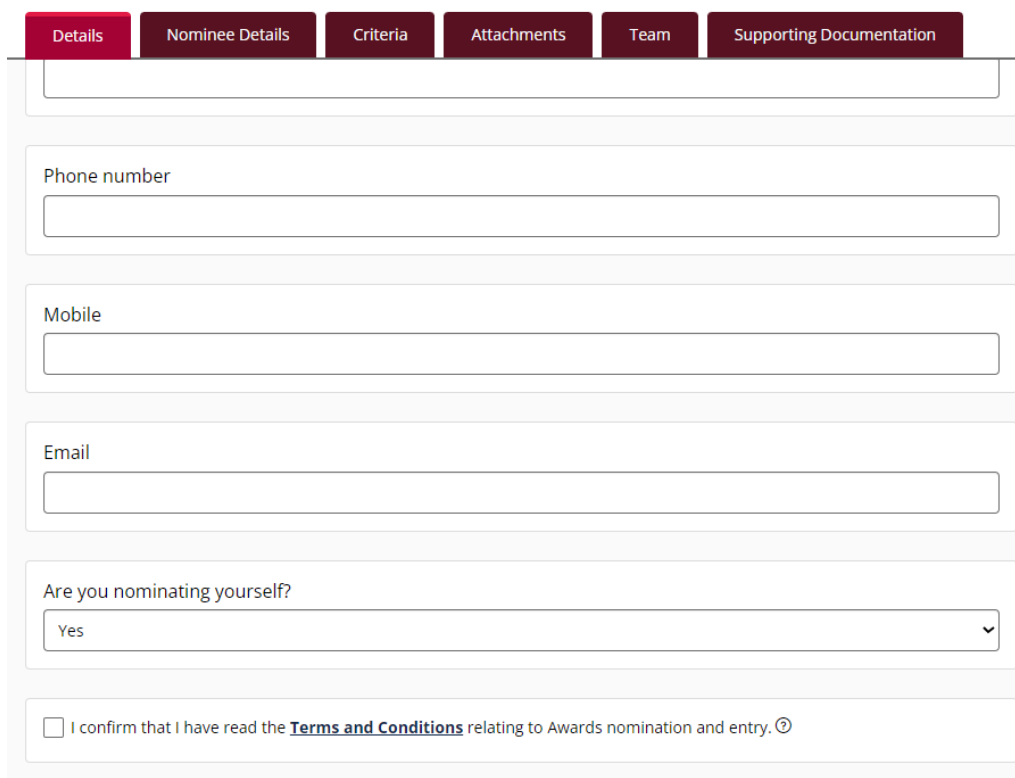


Click **Save + next** to save your entry on each tab. You can **Save + close** at any time and resume to finish the entry later.

## Details

Enter the details of the entrant (person doing the nomination). In the event that NAWIC needs to make contact regarding the nomination, this person will be contacted.

Ensure that the entrant has read the ACT Crystal Vision Awards Terms and Conditions (refer to the end of this guide) and ticks the box before submitting the entry. Entries that do not tick this box will not be accepted.





## Nominee Details

[My entries](#) → [Entry form](#) → [Edit entry](#)

All questions must be answered, unless marked optional.

Details	Nominee Details	Criteria	Attachments	Team	Supporting Documentation
<div>First name</div> <input type="text" value="Siti"/>					
<div>Last name</div> <input type="text" value="Mustaffa"/>					
<div>Organisation</div> <input type="text" value="NAWIC ACT Committee"/>					
<div>Postal address</div> <div> <span>B</span> <span>I</span> <span>H</span>   <span>“</span> <span>≡</span> <span>≡</span>   <span>🔗</span> <span>👁</span> <span>📄</span> <span>?</span> </div> <input type="text"/>					

**Important notice:** Nominees who are not current financial members of NAWIC will not be eligible to enter into the Awards.

**All NAWIC members need to provide their membership number.** (if you have applied for membership but not yet received a number, please type 'awaiting membership number' below)

## Criteria

Details

Nominee Details

Criteria

Attachments

Team

Mentored Experiences

0 / 300 words

B I H

Provide details of successful experiences where mentees have gained professional growth and guidance in career development, or how a mentor has utilised expertise and networks to assist others and resolve challenges.

Mentored Organisational Change

0 / 500 words

B I H

Provide details of how organisational change has occurred and how the mentor program has benefited women in the construction industry.

Save + next

Save + close

Preview

Submit entry

## Attachments

Details

Nominee Details

Criteria

Attachments

Team

Supporting Documentation

ADDITIONAL INFORMATION REQUIRED / ATTACHMENTS

The following **must** be uploaded before your nomination is deemed to be complete:

- A summary profile (100 words or less) about yourself
- A Letter of Endorsement from someone involved in the innovation who can attest to the nominee's role and contribution
- A minimum of two photos of the nominee and one photo of projects (for use in marketing material)
- Any endorsements/approvals required for the photos provided

Drag your files here  
or

Select attachments

Add link or video

Save + next

Save + close

Preview

Submit entry

Please note: If you selected either 

Save + close

 or 

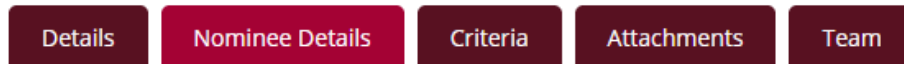
Save + next

 you have not completed the entry. You can come back later and complete the entry.

## Reviewing Nomination Entry

7

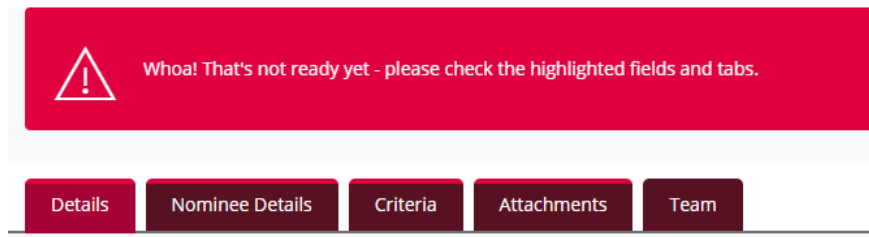
**Step 7:** Review the entry. This can be achieved by selecting the section tabs.



## Submitting Nomination Entry

**Step 8:** Once completed you can select  and you have completed your entry.

If you receive the below message (or similar) please go back to your entry application and complete the missing field/s stated to complete your award nomination.



**Step 9:** Once you reach the screen below, you have successfully submitted an entry to the NAWIC ACT Awards.




### Congratulations for completing your entry submission

You're now in the running for consideration.

Make sure you also purchase a ticket to the Awards event too. Check the [NAWIC](#) website for full details.

In the meantime, why don't you tell your network you're in the running for an award!

**Please note:** Once you select  you are still able to edit your entry, please read the following section for further information for editing a submitted entry.



## Editing Nomination Entry

If you would like to edit a nomination entry, log in and select the name in the 'Entry' field you wish to edit.

While editing please remember to regularly click **Save + next**. Once you have completed editing, select **Save + close**. This will automatically update your submission.

### Entry rules and guidelines

- In order to submit an entry, the nominee must be a current NAWIC member. [Click here](#) for more information about becoming a NAWIC member.
- Where the nomination is made by a third party who is not the nominee, the person making the nomination must confirm they have obtained the consent of the nominee.
- You may edit your entry after submitting, up until the entry deadline.
- Please make sure all your personal details are entered accurately, including contact details, as this will be used in the awards presentation if selected.
- You are eligible to enter more than one category, as long as the work submitted meets the criteria.
- You can use the 'copy' feature to create a copy of your entry and change the category as required.

Start entry

My entries

Active season (NAWIC 2023 Awards) Current

Search list Advanced

Copy Delete Download

Displaying 1 - 2 of 2

<input type="checkbox"/>	⚙	Entry	State	Category	Status	Updated	PDF
<input type="checkbox"/>	:	Siti	ACT	ACT: NDY Innovation & Sustainability in the Construction Industry	Submitted	4 minutes ago	
<input type="checkbox"/>	:	Siti Test	ACT	ACT: Canberra Institute of Technology Tradeswoman of the Year	In progress	10 hours ago	

## Additional Nomination Entry

If you would like you to make another entry, select **Start entry** and follow Steps 4 to 9.

## Deleting Nomination Entry

To delete a nomination entry please login, please tick the entry you would like to remove and select **Delete**.

Start entry

My entries

Active season (NAWIC 2023 Awards) Current

Copy Delete Download

☐ ⚙
 Entry State Category

<input checked="" type="checkbox"/>	:	Siti	ACT	ACT: NDY Innovation & Sustainability in the Construction Industry
-------------------------------------	---	------	-----	---

You will be asked to verify deleting entry. Please confirm and the entry will be removed.

Are you sure you would like to delete this item?

OK

Cancel

## **Nomination Entry Assistance**

If you have any issues with submitting a nomination entry please contact the ACT Awards team at:

[ACTAwards@nawic.com.au](mailto:ACTAwards@nawic.com.au)

***Thank you and we hope to see you at the NAWIC ACT Awards Night***

# ENTRY GUIDELINES

## ENTRY PROCESS

- Set up a profile, if you don't already have one, on the [Crystal Vision Online Awards Platform](#) (there is a How To available on the NAWIC website under Awards > ACT Awards).
- Start a new entry on Awards Force.
- Fill out the required fields in the entry form which include nominee details and written responses to each of the Judging Criteria.
- The entry needs to address each of the Judging Criteria, which are detailed under each award category.
- Upload any additional required documents.
- Submit entry.
- All entries will receive a confirmation email after the nominations close in October 2022
- All nominees will be featured on-screen throughout the Awards Ceremony evening.
- Winners will be announced at the Awards Ceremony.
- You must be a NAWIC ACT member or become a member before entering.

## AWARDS FORCE ENTRY SUPPORT

For queries and support relating to Awards Force, please contact:

Siti Mustaffa  
siti.mustaffa@dqcs.com.au/actawards@nawic.com.au  
0433 441 350

## GENERAL

- References to Capital Region within this Entry Handbook refers to Canberra, Goulburn, Cooma, Bungendore, Yass and surrounds.
- The 2022-2023 Crystal Vision Awards for Excellence (Awards) are conducted by the ACT chapter of the National Association of Women in Construction (ABN 66 070 113 192), an Australian public company limited by guarantee (NAWIC).

## JUDGING PROCESS

The judging process will be as follows:

- The ACT Chapter Council will appoint a panel of judges
- Each Award will be judged by three judges
- Judges will independently review the submissions in the Awards Force program and will individually score each Judging Criteria
- Judges may request further information from a nominee and/or may interview nominees if required
- The various panels will be carefully constituted to ensure that no conflict of interest exists, or is seen to exist
- The judging panel may consider entries for an alternate award in addition to the nominated category, if they deem that an entry meets the requirements for that category.

# CONDITIONS OF ENTRY

1. All nominations must comply with the rules stated on the online awards nomination website.
2. 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).
3. Nominees may enter more than one award category.
4. 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).
5. 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.
6. 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.
7. All winners are encouraged to attend at least two additional NAWIC events in your state during the financial year.
8. The Crystal Vision Award winner in each state will be expected to speak at at least one NAWIC event in their state.
9. All nominees are encouraged to attend the Awards Ceremony.
10. All winners are required to make a speech upon receiving their award.
11. 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 cases.
12. 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.).
13. The judges reserve the right to request further information and documentation from a nominee if required.
14. The judges reserve the right to determine the eligibility or otherwise of each nomination.
15. 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.
16. 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.
17. NAWIC reserves the right to extend the final date of entry submission, or at its discretion provide extensions to one or more nominees.
18. NAWIC is under no obligation to provide an extension to all nominees or publish any extension.