



## Entry FAQs

Have a question about entering the 2021 Prime Minister's Education Excellence Awards? You'll find the answers to the most common questions here.

### **ELIGIBILITY CRITERIA**

#### **Is our team eligible to enter the awards?**

To be eligible, your team's entry must be from:

- a licensed or certificated early learning service/kōhanga reo/ngā puna kōhungahunga or group of services or
- a licensed or certificated early learning service/kōhanga reo/ngā puna kōhungahunga's management body or
- a registered school/kura/wharekura or
- a group of registered schools/kura/wharekura working collaboratively, such as a Community of Learning | Kāhui Ako.

#### **Is our work programme a suitable awards entry?**

For your work programme to be eligible, your entry must:

- focus on improving outcomes for children and young people — in early childhood education, primary school, or secondary school, in English, Māori, or Pacific medium
- describe the achievements of a group, team or partnership (entries about an individual are not eligible)
- be based in New Zealand
- be based around early childhood or school curriculum documents and education strategies developed in New Zealand and closely linked to teaching and learning
- not pose a risk to the credibility or integrity of the Awards
- show evidence over a sustained period of time (we recommend at least two years).

We can't accept entries about an individual, or from groups, teams, or partnerships that include a staff member or contractor from a lead education-sector agency (e.g. Ministry of Education, Teaching Council of Aotearoa New Zealand, Education Review Office, Education New Zealand, Tertiary Education Commission, New Zealand Qualifications Authority and Careers New Zealand).

### **If our entry doesn't meet one or more of the eligibility criteria, will it still be accepted?**

No. Before you submit your entry, make sure that it meets all of the criteria and specifications. If you are unsure, email your question to: [info@pmawards.education.govt.nz](mailto:info@pmawards.education.govt.nz) or call: 0800 PM AWARDS (0800 762 927).

### **Are independent schools eligible to enter the awards?**

Yes, independent schools are welcome to enter the Awards provided all of the eligibility criteria are met. In particular, the entry **must** relate to curriculum documents and education strategies that are developed in New Zealand — for example, your entry couldn't include data from the International Baccalaureate.

## **FORMATTING YOUR ENTRY**

### **Is there a page limit?**

Yes. Your complete entry must NOT exceed 30 single-sided A4 pages (15 double-sided pages). This includes the 'Your details' and 'Award categories' sections of the entry form, all supporting evidence, images, diagrams, figures, tables, appendices and any bibliography or reference list. Note that your final entry can be fewer than 30 pages in total.

### **What format should we use?**

Your entry should be typed with the following format: Arial font, 11 point font, with 1.5 line spacing. The entry form is already set up with this format as default.

### **What if our entry is over the page limit?**

Your entry will NOT be considered if it exceeds the 30-page limit. Refer to the question above, and to the guidelines at the start of the entry form.

### Is the bibliography/reference list included in the page count?

Yes. Your bibliography/reference list is included in the 30-page limit. Your entry will not be accepted if your document is over 30 pages.

### Can we include hyperlinks to online material within our case study?

No. The Judging Panel will not view content linked to by hyperlinks. We recommend that you cite online content using in-text citations and include the sources in a reference list.

### Can we upload multiple documents online?

No. Only one document (up to 30 pages) will be accepted for each piece of work you enter. Your evidence should be inserted into this single entry document, and you need to save it as a PDF file before you upload it to this site. You are, however, welcome to submit a video file to support your entry (see below).

## **INCLUDING VIDEO FILES**

What information or evidence might I include in a video?

A video is a great way to support an entry by telling your story in your own words. Evidence and information you may want to showcase could include: learning environments, classroom practices, student activity and voice, community and whānau voice, learner activities, events, or anything else that adds, or is important to, your story. You do not have to include a video as part of your entry.

### **Including a video as part of your entry**

If you submit a video as part of your entry we will only accept it through the video-sharing site Vimeo (<https://vimeo.com>).

Please note your video must be no longer than five minutes in length or it will not be accepted as part of your entry. Submitting a video to us as part of your entry via Vimeo is easy:

1. Create a Vimeo account

You will need an account to upload it to first. If you don't already have an account, please follow the instructions on the Vimeo website to create one

2. Upload your video to Vimeo

Your video must be no longer than five minutes in length or it will not be accepted as part of your entry

3. Put the URL (link) and the password you created to view your video onto the entry form.

Once the video is uploaded, you will have a URL (link) created for your video. The URL (link) is the Vimeo web address followed by a nine-digit number, for example: <https://vimeo.com/123456789>

**You will need to provide us with this (URL link) along with the password you created for the video** (which allows us to view only that video) so we can access and share your video with the Judging Panel. Please copy the link and password into the space provided on the entry form.

If you have any other questions about including a video as part of your entry, please feel free to contact us either by phone on 0800 PMAWARDS (0800 762 927) or email [info@pmawards.education.govt.nz](mailto:info@pmawards.education.govt.nz)

## ENTRY FORM FAQs

### What are the judges looking for?

When you're putting your entry together, it's important to keep several factors in mind:

- provide good evidence of collaboration (of your team or group, and with learners, whānau and community,), without focusing too much on one individual
- make sure the story you're telling is about excellence — not just business as usual
- tell your story methodically, making sure it's clear what the focus of the achievement was, what action was taken and what the results were
- use plenty of comparative information, data and other evidence to help tell your story
- make sure the story you're telling covers a long enough period to clearly show results — we recommend at least two years.

The Judging Panel will evaluate your entry based on:

- how your team has tailored curriculum and teaching practices to children and young people in your setting
- how your team has made use of evidence and research about what works for children and young people in your setting
- the improvement your team has achieved in outcomes for children and young people, shown using relevant evidence, information and data.

## Can we use any other information to support our entry?

Before you start filling in the entry form, refer to the [Resources](#) section.

You may wish to reference other relevant material in your entry. Use in-text citations and include all references in your reference list/bibliography.

## What evidence do we need to include?

Your evidence is a crucial part of your entry, as the Judging Panel will be looking for your team's evidence and data, and the analysis of it. For more information of what your evidence might include, see the [Evidence](#) section that shows improved outcomes.

## What does our entry need to include?

After checking that your team is eligible to enter, you'll need to tell your story clearly in a way that is compelling, using evidence and data to show what you needed to change and why, how you went about it, and what the outcomes were for learners.

After you've completed all nine sections of the downloadable entry form, save it as a PDF, then upload the document to the Awards website by **5pm, Friday 16 April 2021**.

## Can we enter more than one category?

Yes. In Question 2 on the entry form, you can select multiple categories to enter.

You can use a single 30-page entry to enter multiple categories. But, if possible, we recommend completing a separate entry form for each category you're entering — this allows you to tailor your case study to each category, and gives you more space to tell each story.

For more information, refer to Question 5 below, 'How do we show what practice needed to change?'

## Can we submit multiple entries?

Yes. There is no limit to how many entries for different programmes your group or team can submit. A separate entry form must be completed for each piece/programme of work you enter.

## Are all entries eligible to win the Prime Minister's Supreme Award?

No. The Prime Minister's Supreme Award winner will be selected from the winners of the four main categories only. The winner of the Education Focus Prize is not considered for the Supreme Award.

## QUESTION 1

### Contact details for group: what does it mean by 'learning medium'?

Your learning medium refers to the language or languages that are spoken at your school, kura or early learning service the majority of the time. For example, your learning medium might be Māori-medium, English-medium, Pacific-medium, bilingual etc.

## QUESTION 4

### What do we need to cover in the question on 'what did your group set out to achieve, and why?'

This background section allows you to describe where you started from. This includes any issues you identified, as well as the original information on outcomes for children and young people that made you decide that change was needed. You must include bare data that shows why improvement in the area selected was required.

You can also describe how you identified the partners that were needed, the experience they brought and where you got the idea for the approach you took, including any applicable research.

See [Inquiry and Knowledge-Building Cycle](#) in the Resources section for further information on how to answer questions 4-6.

## QUESTION 5

### How do we show what practices needed to change and how our group achieved the outcomes we were seeking?

In this section, you need to describe the specific teaching practices and processes your team changed to bring about an improvement in learner achievement.

This section provides an opportunity to identify the roles that people in your team, community or partnership played in changing outcomes for children and young people. This includes the recognition of how previous behaviours were influencing outcomes, and an understanding of how partnerships contributed to the success of your endeavour.

You should also provide information on the steps your team took to make changes to achieve the outcomes your team has been seeking. These might include:

- Professional development of educators
- The involvement of other organisations, management bodies, schools, kura, early learning services or Communities of Learning | Kāhui Ako
- Changes in teaching practices
- Involvement of parents/whānau and the community
- Targeted interventions.

Use the descriptions under this question to tailor your answers so that they connect to the Award/Prize category or categories you are entering.

Please also refer to ‘Can we enter into more than one category?’ for advice on how to manage entries into multiple categories.

See the [Inquiry and Knowledge-Building Cycle](#) in the Resources section for further information on how to answer questions 4-6.

## QUESTION 6

### How do we show the difference the changes made?

Every entry will be different, just as the outcomes you were seeking will vary. Rather than prescribe a single way of measuring outcomes, the case study approach lets you present the ‘before’ and ‘after’ results in the format that best showcases your achievement.

In most cases, your evidence will be provided in the form of baseline information and data collected at a number of points in time, illustrating a progressive change towards positive outcomes. Where possible, this should be compared against a control group or done using an ‘effect size calculation’. Further information about effect sizes can be found at [Education Counts – Effect Sizes](#).

Also refer to the [Tool for Assessing Valued Outcomes for All Learners](#), a two-dimensional framework comprising two value axes that represent important outcomes for New Zealand children and young people, which will help you to answer this question.

See the [Inquiry and Knowledge-Building Cycle](#) in the Resources section for further information on how to answer questions 4-6.

## QUESTION 7

### How well developed does our continued improvement journey need to be?

In this section of the entry form, you have the opportunity to outline some of the key lessons learned throughout the change process, and identify any strategies that will help your team sustain and build upon your successes.

Your next steps will often be a natural progression from the actions described in your case study. But they may also make references to new research, other potential opportunities and any support enlisted from additional partners.

## SUBMITTING YOUR ENTRY

### How do we submit our entry online?

Save your entry as one PDF file using the following filename structure:

Entry Form name of your group.pdf

For example: Entry Form\_Maths Department, ABC college.pdf

Then upload your completed entry at: [pmawards.education.govt.nz/enter](https://pmawards.education.govt.nz/enter)

### What do we do if there is an error message when we try and upload our entry?

If you have any concerns, call 0800 PM AWARDS (0800 762 927) or email:

[info@pmawards.education.govt.nz](mailto:info@pmawards.education.govt.nz).

### Will you accept our entry after the closing date?

No, entries will not be accepted after 5pm on the closing date. Please ensure you allow enough time to check and save your files correctly before uploading online.

### Can I submit my entry any other way?

No. To submit your entry, you must upload it to the Awards website. We can't accept entries via email, post, courier or hand delivery.

### Further questions?

Do you have a question that isn't covered here? Email [info@pmawards.education.govt.nz](mailto:info@pmawards.education.govt.nz) or call 0800 PM AWARDS 0800 762 927.