



OEA Awards

**Outdoor Education Program Award
and
Outdoor Education Practitioner Award**

Information Booklet

OEA Award Information

1. Introduction

The purpose of this information booklet is to set out the arrangements for Outdoor Education Australia (OEA) Awards. It provides a guide for all OEA members to the procedures for awards. It has been compiled and agreed by the OEA Executive after consultation with all OEA members.

2. Rationale

The OEA Awards enable the outdoor community to recognise the work of educators and organisations. They provide a shining light on inspiring, transformational and impactful Outdoor Education programs, organisations and educators across Australia. Through this form of professional recognition OEA members are informing the wider public of the values and achievements that are respected by Outdoor Educators.

3. Award Categories

There are 4 OEA Award categories:

- i. Outdoor Education Program
- ii. Service to Outdoor Education
- iii. Outdoor Education Practitioner
- iv. Outdoor Education Fellow

This information pertains to:

- i. Outdoor Education Program
- ii. Outdoor Education Practitioner

4. Criteria

Nominations for each award are assessed based on set criteria. The criteria and selection process for the OEA Practitioner Award and the OEA Program Award will be set by the OEA.

Nominations for the awarding of **OEA Program Award** are assessed on the basis of evidence of the following achievements:

- Innovative program in its design and implementation.
- Demonstration of the qualities of an effective OE program.
- Capacity to continue the program.
- Address the identified needs of the participants.
- Evidence of success of the program.
- Social and environmental responsibility.

Nominations for the awarding of **OEA Practitioner Award** are assessed on the basis of evidence of the following achievements:

- Evidence of their impact on the outcomes of their participants and their peers.
- Depth of experience of high quality work.

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5. Eligibility:

(a) Who is eligible to nominate candidates for an OEA Award?

The nominating person must be either:

- i. a financial member of an OEA State member organisation;
- ii. a student at an educational that is a financial member of an OEA State member organisation; or
- iii. a staff member at an organisation that is a financial member of an OEA State member organisation.

People are able to self-nominate for these OEA Awards.

(b) Who is eligible to be nominated for an OEA Award?

The nominating person must be either:

1. a financial member of an OEA State member organisation;
2. a student at an educational that is a financial member of an OEA State member organisation; or
3. a staff member at an organisation that is a financial member of an OEA State member organisation.

6. Requirement for confidentiality

Nominations for any OEA award are confidential, to the extent that the identity of the nominee should be known only to those who have to contribute to the nominations process. This includes the nominators themselves, the relevant State or Territory member Committee and those approached by nominators or Committees in order to provide or to verify supportive evidence for the nomination. These latter persons must be informed of the confidential nature of the nomination.

This requirement is necessary to the integrity and rigour of the process; and to avoid embarrassment and disappointment to unsuccessful candidates.

7. The OEA Awards Committee

Membership: The OEA Awards Committee will have three members as follows:

- OEA chair (or nominee)
- 2 committee members to be appointed by the OEA committee. A State cannot not have more than 1 person on the Awards committee.

Role and Responsibilities: The OEA Awards Committee deals with all the nominations that have been received via the on-line nomination process. The OEA Awards Committee has the responsibility for fairly judging nominations and for bringing a national perspective to this judgment.

Conflict of interest: OEA Awards Committee members are required to declare their professional or personal connections with all award nominees. If the committee deems the connection may present a conflict of interest, the committee member can be asked to recuse themselves from decisions regarding that nominee or awards category.

8. The Nomination and Selection Process

There are 2 steps in the nominations process.

Step 1: Nomination.

Nominators are required to fill in the **Award Nomination form**,

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Nomination forms must be completed by the application deadline.

Step 2: Verification

A verification email will acknowledge the submission of the Nomination so that nominators know that their submission has been received.

OEA Chair will forward the names of the nominees to the respective State member organisation who will check the membership status of the nominators.

If the nominators or the nominees do not meet the eligibility criteria in terms of the financial membership status then the OEA Chair will advise the nominators that their nomination was not accepted and provide the grounds for this advice.

Step 3: Selection

All eligible nominations will be forwarded to the State member organization for assessment.

Each State member organization:

- i) Can recommend one nominee for each award category.
- ii) Must be satisfied that their nominees are of a standard that represents the best qualities of Outdoor Education.
- iii) Is not required to submit a nominee for each category should there be no nominees or no nominees of an acceptable standard.
- iv) Will develop a 3 minute presentation for their Outdoor Education Program Award nominee that will be shared at the NOEC 2020 before the winner is announced.

The OEA Awards Committee will assess the state recommendations and select one recipient for each Award in line with the Award Criteria.

9. Consideration by OEA Awards Committee

The Committee will normally convene at 12 weeks prior to National Conference to consider applications.

The work of the OEA Awards Committee is confidential and no correspondence regarding its recommendations will be entered into.

Its recommendations are then submitted in a confidential report to the OEA committee 8 weeks prior to National Conference for final endorsement.

10. Announcement of OEA Awards

Following the selection process by the OEA Awards Committee, OEA Chair advises State and Territory Award Committees of the successful nominees, with a proviso that names are not to be made public until nominees have been contacted to indicate their willingness to accept the award.

Letters are then sent by the OEA Chair or Nominee to each nominee requesting confirmation of acceptance. Successful nominees who indicate their acceptance of the award are also asked to check the short and long version of the citations for accuracy, to provide a photograph for publicity purposes and to give permission to publicise this material.

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Successful applicants will be publicly announced at the OEA National Conference.

OEA publishes the names of the successful applicant/s for the year on the OEA website and via each State Member organisation.

11. Celebrating the OEA Awards

State Member organisation may arrange to have the successful applicant presented at an appropriate State event or at a dinner especially arranged for the purpose.