NSW Premier's Awards

NSW GOVERNMENT

Guide for entrants

Detailed guide for Awards Force online nomination portal

Contents

About the online nomination portal

The NSW Premier's Awards online nomination portal is hosted on Awards Force. This system is used across many organisations within NSW Government and it is possible that you may already have access / have used the system before.

Login details

Portal: https://publicserviceawards.awardsplatform.com/

User: your work email address

> Note: if the user already has an account with Awards Force, it will automatically link to the Premier's Awards online nomination portal once signed in.

> If a user cannot remember their password, they will need to select '**forgot password'** on the main login page to reset. Awards Ambassadors cannot reset passwords on behalf of others.
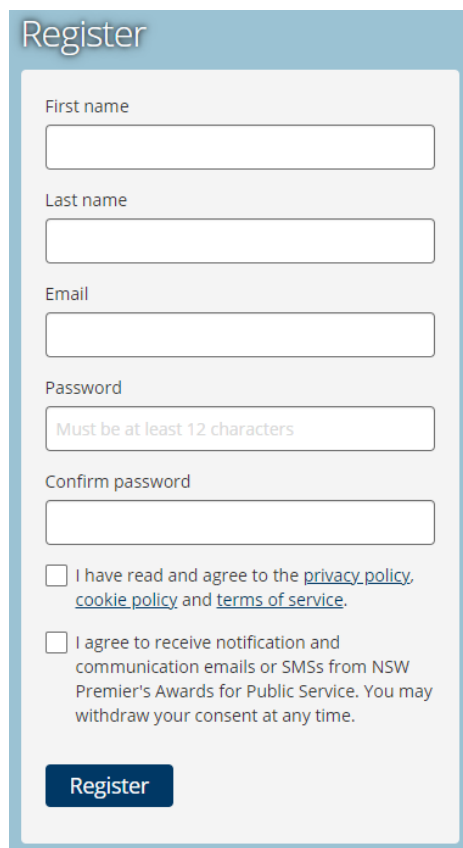
Need support or have a question?

If you require any support (including accessibility) to submit a nomination or have questions about your department / agency processes, please contact you designated Award Ambassador(s).

Premier's Awards

For more information about the 2024 Premier's Awards, including categories, visit: https://premiersawards.nsw.gov.au/

Self-registration

Nominators / Entrants are able to register their own login and nominations into the Premier's Awards online nomination portal.

Note: if the user already has an account with Awards Force, it will automatically link to the Premier's Awards online nomination portal once signed in.

If a user cannot remember their password, they will need to select '**forgot password**' on the main login page to reset. Neither the Awards team nor Awards Ambassadors can reset passwords on behalf of others.

How to submit a nomination

After logging onto the [Premier's Awards online nomination portal](#), select *my nominations* on the left hand side of the screen and click **Start new nomination.**
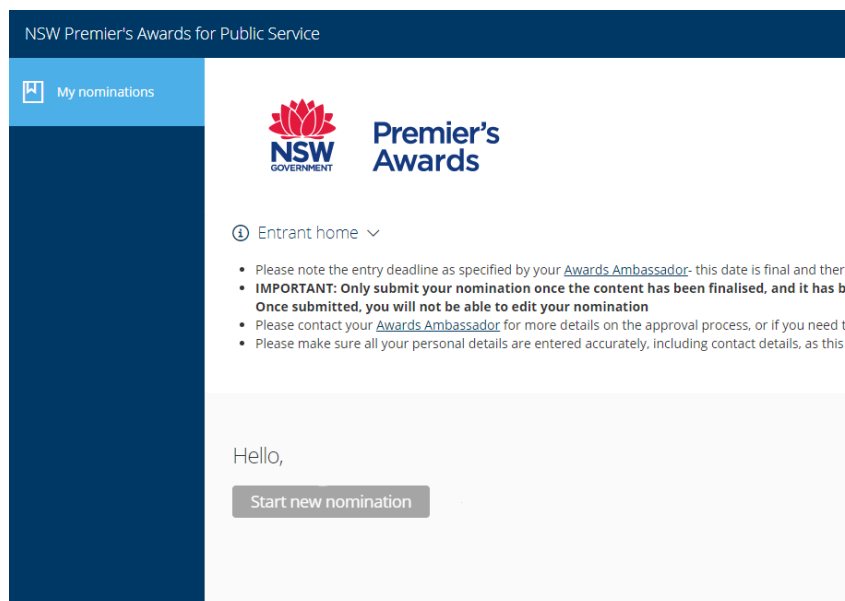
The portal allows you to save and close the nomination and return to work on a submission at any time up until the nomination closure date. It is important that you check your department's processes including the internal closure date.

Once you have completed the form and select submit nomination, you will no longer be able to edit the submission.

Depending on which category you are submitting a nomination for, there will be a number of tabs, including fields, for you to complete.

Details tab

- When selecting start new nomination, you will automatically be directed to the *Details* tab

- Choose your *department / agency* (listed by cluster then agency name) from the drop-down menu. Note: if you are from a Council, NGO or private organisation, choose the department / agency you are submitting the nomination for.

- Choose the category for which you are submitting a nomination. Select either a *team* or *individual* category and then from the drop-down menu select the *specific team or individual category* options.

- Type in a nomination name.

  - **For a team category**, choose a short, succinct title that represents the project, initiative or team. Restrict using the department / agency in the title as these will also be displayed and avoids duplication of information.

  - **For an individual**, please include the nominee's first and last name only (remember to double check spelling).

> **Note:** the nomination name will be the title used to refer to the team or individual being nominated for the awards. If they are shortlisted as a finalist, this will be the title displayed on the website, in event ceremony collateral and on certificates.

- Complete the subsequent empty text boxes with the relevant information.

> Office location will help the Awards Team determine suitable locations for possible hybrid event locations.

> Note: the question mark symbol next to some text boxes provides additional information including hints of how to respond.

- In the last question on the Team nomination form, you will be asked if the team is a *partnership with other organisations* (e.g. other public sector departments/agencies, local council, private sector, not-for-profit etc.). If it is a partnership, choose *Yes*, and complete the extra details of the partnership and its members.

Responses to nomination questions tab

- Each category has a series of questions required to be answered

- At the top of the *responses to nomination questions* tab, a short overview of the judging criteria and what the nominations will be scored against in the stages following the closure of the nomination period is provided.

- Team nominations and the NSW Public Servant of the Year have a series of five questions that require a response.

- The Anthea Kerr Award has four questions that require a response.
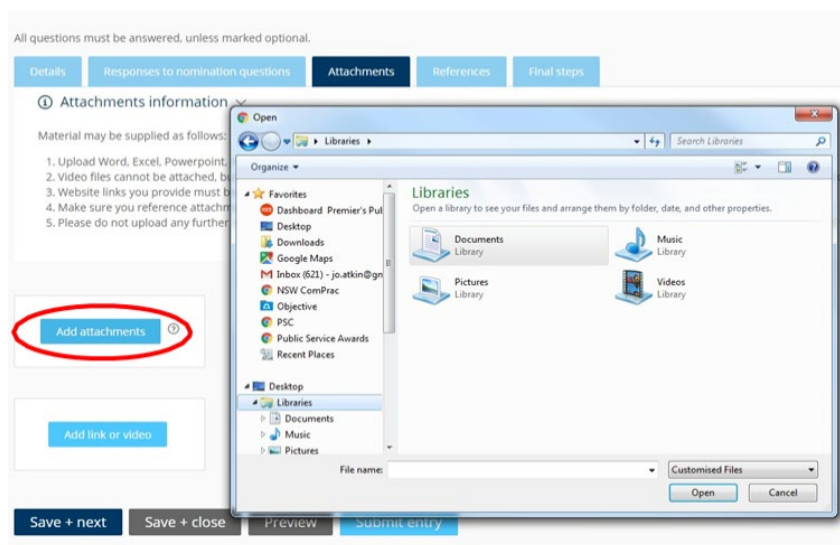
Attachments tab

- Each category provides an option to include attachments which support the nomination.

- Some examples of relevant attachments are:
  - Reporting that shows evidence of improvements or measured results from the nominated work. Attach only the relevant pages rather than the whole report if it is a large document.
  - Photos of the completed work, or the team or individual carrying out the work.
  - Brochures or factsheets relating to the nominated work.
  - Links to web pages or videos relating to the nominated work.

- If you are including attachments, ensure that they are labelled to refer to what the document is and add comments when adding them into the system. If you cannot refer to them in the nomination due to the word count restrictions, either add a comment under the *Extra* section when adding the document to the system or attach a list of what the documents are and how they support the nomination (note / highlight any sections of components that you want to draw the judge's attention to, be conscious that it might not be instantly obvious where the attachment fits into the story).

Material may be supplied as follows:

- Upload Word, Excel, Powerpoint, JPEG or PDF files. Maximum file size is 5MB per piece. A maximum of 10 pieces can be uploaded with your entry.

- Video files cannot be attached but can be uploaded to YouTube then the YouTube web link attached. When uploading to YouTube, there is an option to make the video non-searchable, so only people with the link can access the video.

- Website links you provide must be publicly available. If they are only accessible with a username and password, these must be provided. i.e. do not provide links to intranet pages.

- Make sure you reference attachments within the nomination text or provide a list of attachments explaining their relevance to the nomination.

- Only attach and provide information of relevance. For example, do not include large documents or reports, only attach the pages of relevance. You can also highlight information to draw to the attention of the judges.

Please **do not upload any further written material** as the judges will not consider these and they may be removed from the nomination. The written component of your entry should be fully explained within the provided form fields.

- To add an attachment, click **Add attachment**, select the relevant file from your computer (as shown below) and click **Open**. It will then be uploaded to your application.

- To add another attachment, simply click **Add attachment** again and repeat the same process.

- To delete an attachment, click the **Delete** option that is above your upload, shown below.
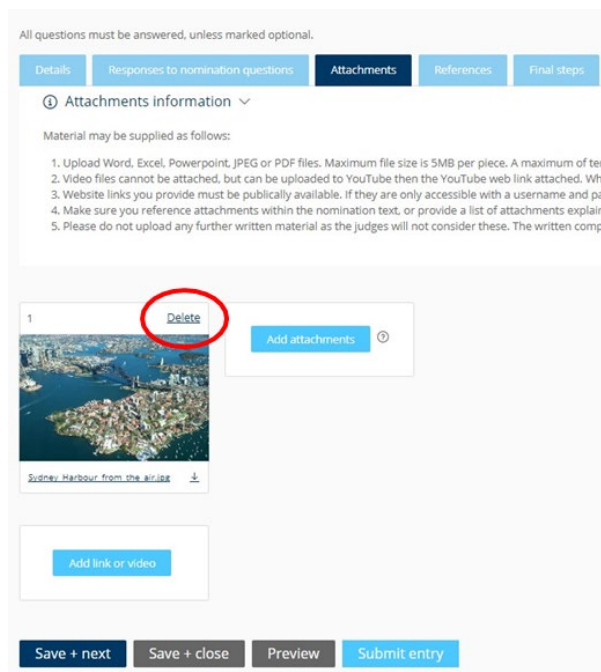
- To add a link or video, select **Add link or video**, input the relevant URL into the available text box and add any notes or comments in the **Extra** box.

- To add multiple links or videos, simply click **Add link or video** again and repeat the process.

- To delete, click **delete** in the top right corner.
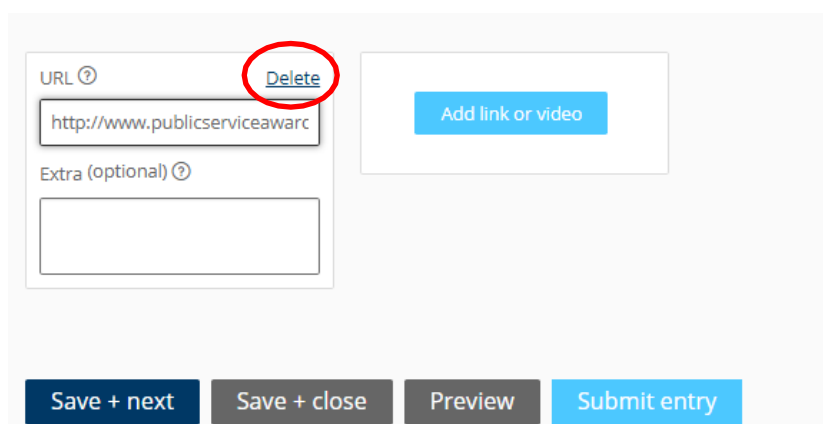
- Once any attachments and links have been added, click **Save + next** to move onto the next step.

Contributors tab (team categories only)

- These are the names of team members who will receive certificates if the nomination is shortlisted as a finalist.

- Only NSW Government employees are eligible to receive a certificate.

> **You are encouraged to credit all members of the team that contributed to this entry.**

- Please be sure to spell names correctly. Nobody likes it when their names are misspelt, especially if it appears on an award certificate!

- Please double check that all team members are entered and that no one is missed, especially if they miss out on an award certificate.

- You may also use this space to credit other NSW Government teams that contributed to this initiative.

- Email addresses are required and may be used to arrange delivery of award certificates.

- To add a contributor (team member), click ***Add contributor.***

- If they are not within your direct team (i.e. another division or public sector agency), you should provide the division or agency where they work. You can then use the contributor's name box to recognise the NSW Government team that supported the project / initiative and the manager or team leader's email address.

- Add the team member's name.

- Add the member's email address.

- Repeat until all team members are listed (don't forget to double check that no one is missed).

Note: if you have a large list of contributors, you can attach a word or excel document with three columns reflecting the above required fields. Within one of the fields, include a note to refer to the attachment.

References

We require the contact details of two impacted stakeholders or references to be submitted with every nomination, except for the NSW Public Servant of the Year, which requires three references. References may be contacted for more information about the nominated project or individual if the nomination is shortlisted as a finalist.

One reference should be a current or recent manager of the project or individual.

Final steps and submit

- After being directed to *Final steps* you will find a checklist to help make sure you have addressed some requirements before submitting your nomination, as well as confirming management review and approval.

- Please confirm that management has reviewed and approved the nomination as per your Department or Agency's recommended process. Contact your Awards Ambassador for details of the process.

- Once you have completed the checklist and you are happy with the content of your submission, click *submit nomination*.

IMPORTANT: Once you have submitted your nomination, you won't be able to make any changes to it. Contact your Awards Ambassador if you find you need to make any changes or additions before the deadline.

- Once you have submitted the nomination, the status in the *My nomination* page, will change from 'In progress' and appear as 'Submitted'.

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