

# 2015 Robin Clark Protecting Children Awards

## Online nomination user manual – DHHS staff

This document will help guide you through the process of creating your own account, nominating and submitting your entry into the Robin Clark Protecting Children Awards. Should you require assistance with the nomination process, please contact Nicola McCracken by phone 9096 5323 or email [awards@dhhs.vic.gov.au](mailto:awards@dhhs.vic.gov.au)

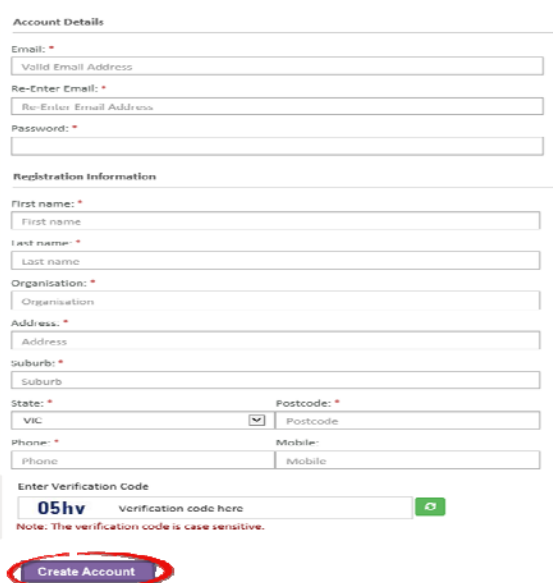
For technical issues contact eAwards on 1300 959 555.

**NOTE: Please ensure details and spelling entered into fields is accurate.**

### 1. Create your own Account

Enter your details to create a 'User log-in' account. This information is about the 'account owner' and is not the nomination. Then click on the CREATE ACCOUNT button.

NOTE: To nominate you must proceed to the next step, you have not nominated at this point.



The screenshot displays a web form for creating an account. It is divided into two main sections: 'Account Details' and 'Registration Information'. The 'Account Details' section includes fields for 'Email' (with a 'Valid Email Address' error message), 'Re-Enter Email', and 'Password'. The 'Registration Information' section includes fields for 'First name', 'Last name', 'Organisation', 'Address', 'Suburb', 'State' (with a dropdown menu showing 'VIC' and a checked box), 'Postcode', 'Phone', and 'Mobile'. Below these fields is a 'Verification Code' section with a text input field containing '05hv' and a green checkmark icon. A note below the verification code states: 'Note: The verification code is case sensitive.' At the bottom of the form is a red button labeled 'Create Account'.

Account Details

Email: \*  
Valid Email Address

Re-Enter Email: \*  
Re-Enter Email Address

Password: \*

Registration Information

First name: \*  
First name

Last name: \*  
Last name

Organisation: \*  
Organisation

Address: \*  
Address

Suburb: \*  
Suburb

State: \*  
VIC

Postcode: \*  
Postcode

Phone: \*  
Phone

Mobile: \*  
Mobile

Enter Verification Code  
05hv verification code here

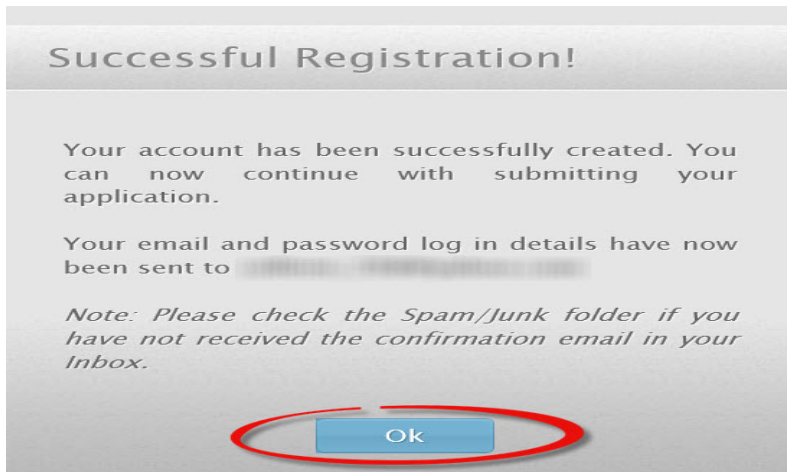
Note: The verification code is case sensitive.

Create Account

## 2. Successful account creation

Once you have completed created an account, a confirmation email will be sent to you with your username and password for future reference.

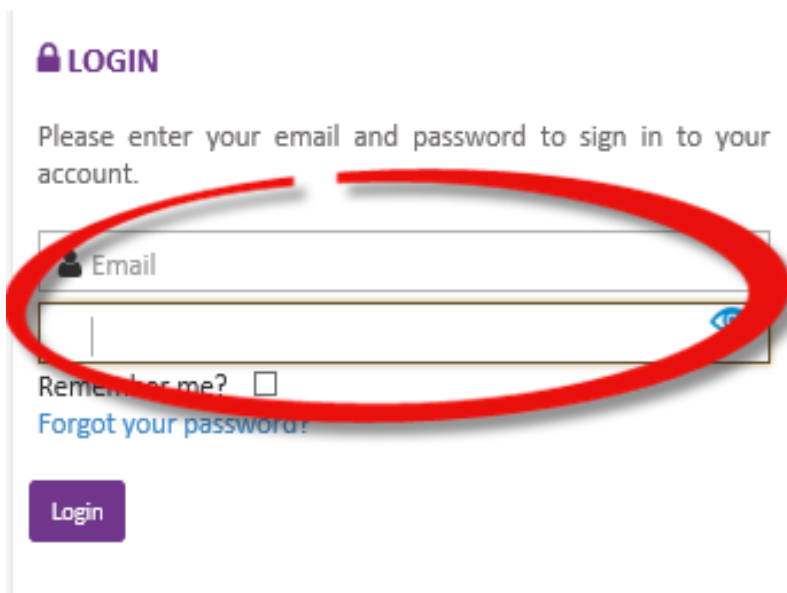
Click on the RETURN TO THE LOG IN PAGE button to log into your account to then nominate.



## 3. Account Log In

Enter your account's email address and password to open your account. Then click on the LOG IN button.

If you have forgotten your password enter your email address at the bottom of the page and click the SEND PASSWORD button. You will then receive an email with your password.



## Adjustment of font size

Click on these buttons to adjust the font sizes on your screen for clearer viewing.

Click on this button to increase the fonts on your screen.



Click on this button to decrease the fonts on your screen.



Click on this button to go back to the standard font of the screen.



## Header bar

You are able to navigate around the homescreen by clicking on each header name as below:

- a) HOME
- b) UPDATE CONTACT – allows you to change your personal information.
- c) SUPPORT – provides contact details for assistance.



## Nomination Form Tabs

These tabs can be used to go back to any part of the nomination form. You will need to click on the appropriate tab you require as below:

- a) Nominator details
- b) Nominee details
- c) Nomination Statement
- d) Manager's Endorsement
- e) Checklist and Completion.

**NOTE: Do not forget to press SAVE AND CONTINUE before leaving a page.**

### Moving through forms

If you are not using a mouse, tab or arrow keys will assist you in moving through each field on the forms.

NOMINATOR DETAILS	NOMINEE DETAILS	NOMINATION STATEMENT	MANAGER'S ENDORSEMENT	CHECKLIST AND COMPLETION
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## 4. Submit entry

Click on the ADD NEW ENTRY button.

Multiple nominations can be made by a nominator. For every new nomination, click on the ADD NEW ENTRY button.

The screenshot shows a web interface for submitting nominations. At the top is a purple header with the text 'Welcome'. Below it is a white box containing three bullet points: 'Start your submission by clicking the **Add New Entry** button below, you will be guided through the application form relevant for your category.', 'Once you have completed your first entry, you can return and enter multiple submissions by clicking the **Add New Entry** button.', and 'You may modify, delete or print a pdf copy of your submission. Click the appropriate **action** link to do so.' Below this is a purple button with a white plus icon and the text 'Add New Entry', which is highlighted with a red rectangular box. Below the button is a table with columns: 'No.', 'Nominee', 'Type', 'Category' (with a dropdown arrow), 'Status', and 'Actions'. The table is currently empty, with the text 'No data available in table' displayed. Above the table is a search bar with the placeholder text 'Search...'. Below the table are navigation buttons: 'First', 'Previous', 'Next', and 'Last'. At the bottom of the page is a purple button with a white plus icon and the text 'Add New Entry', which is highlighted with a red rectangular box. A red arrow points from this bottom button up to the 'Add New Entry' button in the table area.

## 5. Nomination Category and Type

Please select one category in the category selection box and Nomination type in the nomination type box.

**NOTE: Changing the nomination type will delete/remove details associated with your previous selection.**

Click SAVE AND CONTINUE button to proceed.

☒ Chief Practitioners Award (DHHS staff)

☐ CREATE Award

☐ NAPCAN Play Your Part Award - Victoria

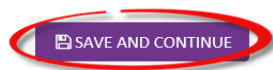
☐ The Modelling a Generous Community Award

☐ The Walda Blow Award

**Nomination Type**  
Note: Changing the nomination type will delete/remove details associated with your previous selection.

☒ Individual

☐ Team



## 6. Accept Nomination Guidelines

Please read the nomination guidelines before proceeding to your nomination.

To be able to proceed, you must agree to the nomination terms and conditions of Robin Clark Protecting Children Awards and obtain permission from the nominee/s for the nomination.

Tick on the check boxes and click on the I AGREE button.

Privacy Statement

Consistent with Victorian Government policy and legislation, the Department of Health and Human Services endorses fair information handling practices. Private and personal information supplied will be used by the Selection Panel only to assist its decision making. Information will not be disclosed or used for any other purpose without the express consent of the person to whom the information relates, unless otherwise required by law. The department's Privacy Policy is at [www.dhs.vic.gov.au/privacy](http://www.dhs.vic.gov.au/privacy)

☒ I have read and accept the terms and conditions of the Awards.

☒ I have obtained permission from the nominee/s for this nomination.

## 7. Nominator Details

Nominator Details is prefilled with your information from the registration page. You will need to add your relationship to nominee.

Click SAVE AND CONTINUE button to proceed.

### Nominator Details

(Please ensure all information is spelt correctly)

**First name:** \*

**Surname:** \*

**Are you of Aboriginal or Torres Strait Islander origin?** \*

☐ No  
☐ Yes, Aboriginal  
☐ Yes, Torres Strait Islander

*For persons of both of Aboriginal or Torres Strait Islander origin, mark both Yes boxes*

**Aboriginal group if known:**

Select ☒

**Nominator's job title:**

**Address:** \*

**Suburb:** \*

**Postcode:** \*

**Telephone/Mobile:** \*

**Email:** \*


**Relationship to nominee:** \*

**SAVE AND CONTINUE**

### 8.1 Nominee details (for Individual nomination type)

Enter details of your nominee for an Individual Nomination.

Click on SAVE AND CONTINUE button to proceed.

** Nominee Details**  
*(Please ensure all information is spelt correctly)*

First name: +

Surname: +

Are you of Aboriginal or Torres Strait Islander origin? +  
☐ No  
☐ Yes, Aboriginal  
☐ Yes, Torres Strait Islander

*For persons of both of Aboriginal or Torres Strait Islander origin, mark both Yes boxes*

Aboriginal group if known:  
 Select ☐

Nominee's job title:

Address: +

Suburb: +

Postcode: +

Telephone/Mobile: +

Email: +

Nominee's photo:

## 8.2 Nominee details (for Team nomination type)

Complete team details form by providing contact details of a team representative.

Add team members by pressing the **+ADD** button.

NOTE: Team nomination can consist up to 10 members.

Click SAVE AND CONTINUE button to proceed.

Team Members

Note: In most instances teams should be no more than ten people.

1. In order to add new team member click on the 'Add team members' at the bottom of the page.

2. To edit/view member details click on the member's firstname under the 'Firstname' column.

3. To delete/remove members from the list click the remove button under the 'Remove' column.

10  records per page

Search...

Firstname	Surname	Is the nominee of Aboriginal or Torres Strait Islander origin?	Aboriginal group if known	Remove
				<div></div>

Add team members

Once you press the ADD TEAM MEMBER button, a team member form will appear on your screen. Complete team member details in the text boxes provided.

Team Member Form

Firstname:

Surname:

Are you of Aboriginal or Torres Strait Islander origin? \*

For persons of both of Aboriginal or Torres Strait Islander origin, mark both Yes boxes

☐ No

☐ Yes, Aboriginal

☐ Yes, Torres Strait Islander

Aboriginal group if known:1

Select

Organisation:

Close

## 9. Nomination Statement

Please complete the nomination statement which highlights the individual or team's achievement and impact. Click on the SAVE THIS SECTION button to save your answer.

Once you have fully completed the nomination statement click on SAVE AND CONTINUE button to proceed.

NOTE: It is advisable to have a copy of your answers saved in word document as back up.

The screenshot shows the 'Nomination Statement' form. At the top, it says 'Provide a summary (up to 100 words) of what the nominee has done to demonstrate excellence in child protection including models practice excellence, demonstrates innovation, and encourages and supports others to achieve enhanced client outcomes. (Maximum 100 words) \*'. Below this is a note: 'Note: this description may be used as part of the awards ceremony.' and guidelines for the nomination statement. A 'Save this section' button is highlighted with a red box. At the bottom, there are two buttons: 'SAVE AND CONTINUE LATER' and 'SAVE AND CONTINUE', with the latter being circled in red.

**Nomination Statement**

Provide a summary (up to 100 words) of what the nominee has done to demonstrate excellence in child protection including models practice excellence, demonstrates innovation, and encourages and supports others to achieve enhanced client outcomes. (Maximum 100 words) \*

Note: this description may be used as part of the awards ceremony.

Guidelines for your nomination statement:

- Highlight the candidate's most important attributes in a broader sense.
- Describe their skills drawing upon the child protection capability framework.
- Do not use examples of case work in your description.
- Do not use acronyms.
- Write in the third person, avoid first person.

Save this section

← SAVE AND CONTINUE LATER | SAVE AND CONTINUE

## 10. Manager's Endorsement

Complete the necessary information on each text box. To add an endorsement letter, click on BROWSE button to upload. Please allow a few minutes especially when your file(s) or image(s) is big.

Click SAVE AND CONTINUE button to proceed.

The screenshot shows the 'Manager's endorsement' form. It starts with a note: '(Please ensure all information is spelt correctly)'. The main instruction is: 'Provide contact details together with a supporting letter from the nominee's direct line manager. A supporting letter (no more than 300 words) to be uploaded as an attachment to your nomination.' The form includes several fields: 'Is referee of Aboriginal or Torres Strait Islander origin?' with checkboxes for 'No', 'Yes, Aboriginal', and 'Yes, Torres Strait Islander'; 'Aboriginal group if known:' with a dropdown menu; 'Job title:' with a text box; 'Address:' with a text box; 'Phone:' with a text box; 'Email:' with a text box; 'Relationship to nominee:' with a text box; and 'Endorsement letter:' with a text box and a 'Browse...' button. A 'Browse...' button is also highlighted with a red box. At the bottom, there are two buttons: 'SAVE AND CONTINUE LATER' and 'SAVE AND CONTINUE', with the latter being circled in red.

**Manager's endorsement**  
(Please ensure all information is spelt correctly)

Provide contact details together with a supporting letter from the nominee's direct line manager. A supporting letter (no more than 300 words) to be uploaded as an attachment to your nomination.

Is referee of Aboriginal or Torres Strait Islander origin? \*

☐ No  
☐ Yes, Aboriginal  
☐ Yes, Torres Strait Islander

For persons of both of Aboriginal or Torres Strait Islander origin, mark both Yes boxes

Aboriginal group if known:  
Select

Job title:

Address: \*

Phone: \*

Email: \*

Relationship to nominee: \*

Endorsement letter: \*

Browse...

← SAVE AND CONTINUE LATER | SAVE AND CONTINUE

## 12. Submit Nomination

Please select an option on how you heard about the awards.

### ☒ Privacy Statement

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How did you hear about the awards?

- ☐ Email
- ☐ Website
- ☐ Newsletter
- ☐ Poster
- ☐ Word of mouth
- ☐ Other

← SAVE AND CONTINUE LATER

→ SUBMIT APPLICATION

Click on the SUBMIT APPLICATION button.

### ☒ Successful Nomination

You have successfully submitted a nomination into the **Robin Clark Protecting Children Awards 2015**. A confirmation email will be sent to you shortly.

To enter more categories, please click [here](#).

\* *Note: Please check the Spam/Junk folder if you have not received the confirmation email in your Inbox.*

**Entry process is now complete – good luck!**