



## TIPS FOR WRITING YOUR NOMINATION

### USE CLEAR AND CONCISE LANGUAGE

To help the Selection Committee evaluate the nominations, it is important to provide clear and concise information. Avoid using jargon or technical language that may be difficult for other people to understand.

When writing your nomination, make sure to focus on the key points and achievements of the nominee. This means the information should be easy to read, and the details should be relevant to the nomination criteria.

### STAND OUT FROM THE CROWD

The Selection Committee will be looking for exceptional candidates that have truly made an impact for children and young people and the child protection sector.

To increase the chances of your nominee being selected, it is important to emphasise the nominee's accomplishments and how they have exceeded expectations.

Take the time to carefully read and understand the selection criteria and provide a thorough and thoughtful response. Use the full word count provided.

### ADDRESSING THE SELECTION CRITERIA

Addressing the selection criteria is an important step, as it helps to demonstrate that the nominee deserves recognition for their efforts.

Here are some tips on how to effectively address the nomination criteria:

1. Read the criteria carefully. Before you begin writing, make sure you understand the criteria and what the Selection Committee is looking for, and take the explanation of the award category into consideration.
2. Tailor your response to the specific criteria. Use the CAR method:
  - Context: Describe the situation.
  - Action: Describe the action that was taken. Avoid making general statements.
  - Result: Detail the outcome of the action. Offer specific facts that support the result.
3. Use real examples. Provide specific examples of the nominee's accomplishments. These examples will help to illustrate the nominee's experience and make a stronger case for their selection.
4. Highlight the nominee's impact on children and young people, the community, organisation or the sector. This will help the Selection Committee to understand the nominee's value and the impact of the nominee's contribution to the broader child protection system.

### FINALLY

It is important to present the nomination in a clear, professional, and easy-to-read format.

Take the time to ensure that the nomination is polished and presents the nominee in the best possible light.

### ASK FOR HELP

The Awards Team is available to provide guidance and answer any questions you may have throughout the nomination process.

If you have any questions, please contact us via [SChildProtectionAwards@sa.gov.au](mailto:SChildProtectionAwards@sa.gov.au)

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