

Before you begin

Before nominating a student for a Minister's Award, ensure that you have read the [guidelines](#) on the Community Languages Schools Program website.

Prepare your nomination

It is recommended to prepare your responses in a Word document before starting your nomination on the portal. Please refer to the 'Preparing a Minister's Award nomination' on page 10 of this guide to review the questions requiring longer answers.

Completing your application

- Organisations must have an approved Per Capita Grant application for the previous year and the school program must meet the eligibility criteria. Please refer to the [Program Guidelines](#).
- Organisations applying for an Establishment grant are not eligible to nominate students for an award.
- Students who have previously received a Minister's Award are not eligible to be nominated for any additional award.
- Community languages schools can nominate one student only for each category (Junior and Senior). To nominate a student, the following conditions must be met:
 - The school and school program must be operational
 - The student must be part of the previous year's approved Per Capita Grant
 - The student must be part of the previous year's school program with an approved attendance record and must have a minimum of two years study
 - The Coordinator of Language Program must endorse the nomination. All correspondence regarding the award will be forwarded to the Coordinator of Language Program.

You can save and resume a draft application. You can also unsubmit an application prior to the application closing date.

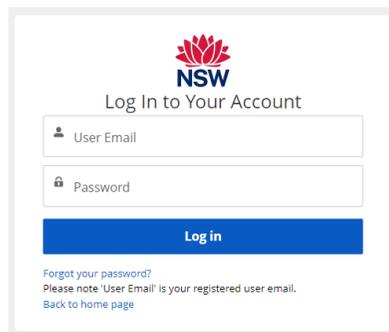
All fields marked with a **red asterisk (*)** are mandatory and must be completed. This applies throughout the portal.

It is best to use Google Chrome when accessing the portal.

1. Go to the [Community Languages Schools Program portal page](#) and click **Log in**.

On the **Log in to Your Account page**, enter your **User Email** and **Password**.

Click **Log in**.



2. To start a nomination, click **Read more & Apply** in the Minister's Awards tile.

Note: If you have already started a nomination, go to the Minister's Awards tab. Then go to section 4 on page 3 of this user guide.



3. Review the **Minister's Awards Program Details**.

Click **Apply** to proceed. Then go to section 5 on page 4.

Program Details

The Minister's Awards and certificates for students who are highly commended and commended, are presented at a special awards ceremony. Your community language school can nominate one student only for each category (junior and senior). If more than one nomination per category is received, your school will not be considered. Organisations who are applying for an Establishment grant are not eligible to nominate students for an award. Students who have previously received a Minister's Award are not eligible for any additional award. The judges consider a student's: 1. proficiency and level of achievement in their community language (see the Community languages schools proficiency descriptors) 2. commitment to their community language study 3. participation in language and cultural activities.

Current Program Status: Accepting Applications

[Apply](#)

4. **Minister's Awards** nomination(s) will display.

You can resume, display and unsubmit your nomination here.

Click the **Display icon/eye button** to view the nomination details for the student.

To unsubmit a nomination, click the **Unsubmit icon/looped arrow**. A pop-up box will display. Click **Unsubmit** and then click **Close**.

Note: Nominations can only be unsubmitted before the closing date.

To resubmit the nomination, click the **Resume icon/document button**.

Review the nomination and then click **submit**.

Minister's Awards				Nominations
Ref #	School Name	Nomination Level	Student Name	Status
MA-50	██████████ School Inc at ██████████	Senior Nomination	██████████	Unsubmitted Resume  Display 
MA-47	██████████ School Inc at ██████████	Junior Nomination	██████████	Submitted Display  UnSubmit 

5. Minister's Awards Details section

Choose the Nomination Category (Junior or Senior). The **Junior** category is for students who attend mainstream school classes from Years 3 to 6. The **Senior** category is for students who attend mainstream school classes from Years 7 to 12.

Nominations in the wrong Nomination Category will not be considered.

Click in the **School Name** field. A list of your schools will appear in the drop-down list. Choose a school from the list.

Do not copy and paste the school's name into the field.

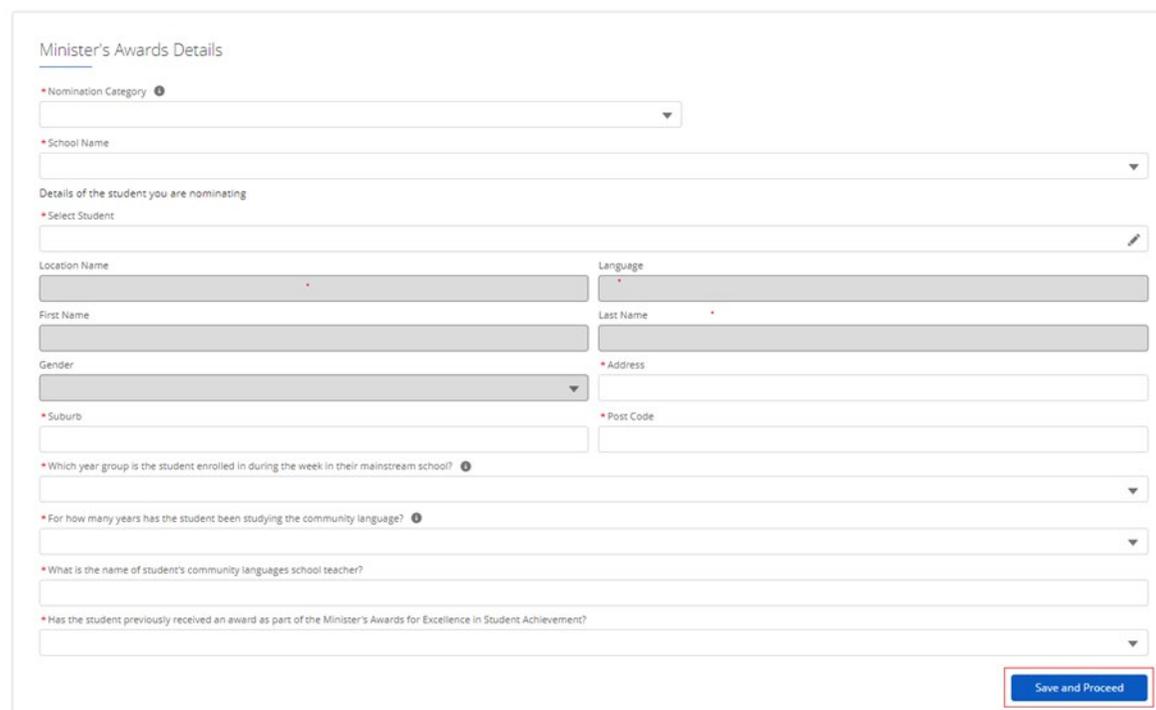
In the **Select Student** field, start typing the student's name. A list of your students will appear in the drop-down list. Select the student's name.

Do not copy and paste the student's name into the field.

Note: The list will only include students who met the 70% attendance and age requirements on your grant submission last year.

Once the student is selected, the **Location Name**, **Language**, **First name**, **Last name** and **Gender** will be auto populated.

Complete all fields. Click **Save and proceed**.



The screenshot shows the 'Minister's Awards Details' form. It contains the following fields:

- Nomination Category (dropdown menu)
- School Name (dropdown menu)
- Details of the student you are nominating (text area)
- Select Student (dropdown menu)
- Location Name (text field)
- Language (text field)
- First Name (text field)
- Last Name (text field)
- Gender (dropdown menu)
- Address (text field)
- Suburb (text field)
- Post Code (text field)
- Which year group is the student enrolled in during the week in their mainstream school? (dropdown menu)
- For how many years has the student been studying the community language? (dropdown menu)
- What is the name of student's community languages school teacher? (text field)
- Has the student previously received an award as part of the Minister's Awards for Excellence in Student Achievement? (dropdown menu)

A 'Save and Proceed' button is located at the bottom right of the form.

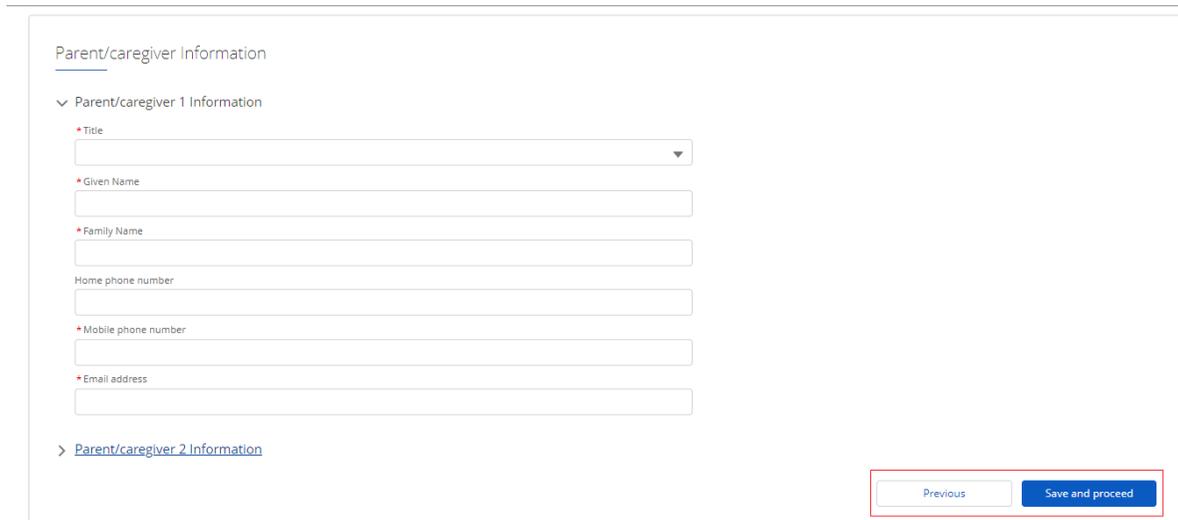
6. Parent/caregiver Information

Parent/caregiver 1 information fields are mandatory.

Parent/caregiver 2 information fields are not mandatory.

Enter all details, click **Save and proceed** or Previous to go back.

Note: Please ensure that all details are entered correctly, including the phone number and email address as this information is used to communicate with parents.



The screenshot shows a web form titled "Parent/caregiver Information". It has a dropdown menu for "Parent/caregiver 1 Information" which is currently expanded. Below this are several input fields, each with a red asterisk indicating they are mandatory: "Title" (a dropdown menu), "Given Name", "Family Name", "Home phone number", "Mobile phone number", and "Email address". At the bottom of the form, there is a link for "> Parent/caregiver 2 Information" and two buttons: "Previous" and "Save and proceed". The "Save and proceed" button is highlighted with a red box.

7. Nominator and Coordinator of Language Program

In the **Nominator Name** field, start typing the person's name. A list of names will appear in the drop-down list. Select the Nominator name. Details for the nominator will be auto populated.

Note: The nominator **MUST** be a current teacher or management committee member.

Do not copy and paste the nominator's name into the field.

In the **Coordinator of Language Program Details** section, start typing the details if you are completing your first nomination. These details will be auto populated when completing the next nomination and **cannot** be edited.

Please contact the Community Languages Schools Program if the Coordinator of Language Program details require updating at commlang@det.nsw.edu.au.

Note: The Coordinator of Language Program **MUST** endorse the student nomination.

All correspondence regarding the Minister's Awards will be forwarded to the Coordinator of Language Program.

Details of the Nominator and Coordinator of Language Program

The Coordinator of Language Program **MUST** endorse the student nomination.
All correspondence regarding the awards will be forwarded to the Coordinator of Language Program of the Community Languages School as listed in your organisation's portal.
Note - the nominator **MUST** be a current teacher or management committee member.

▼ Nominator Details

* Nominator Name

Title

* Given Name

* Family Name

Home phone number

Mobile phone number

* Email address

▼ Coordinator of Language Program Details

* Title

* Given Name

* Family Name

* Home phone number

* Mobile phone number

* Email address

8. Student's mainstream school

In the **Name of mainstream school (Monday to Friday)** field, start typing the school's name. A list of schools will appear in the drop-down list. Choose a school from the list.

Do not copy and paste the name into the field.

Add the **Name of the Principal** of the student's mainstream school and mainstream **school email**.

Student's mainstream school (Monday to Friday)

* Name of mainstream school (Monday to Friday)

* Principal of mainstream school

* Email address of mainstream school

9. Student's Community Language proficiency

Use the [Community languages schools proficiency descriptors](#) to help you assess the student's level.

Choose the proficiency level from the drop-down list.

Once the details are completed, click **Save and proceed** or **Previous** to go back.

Student's Community Language proficiency

Rate the student's overall proficiency as A, B, C, or D. Use the CLS Proficiency Descriptor Table to help you assess the level.

* Listening/Reading

* Speaking

* Writing

Previous

Save and proceed

10. Community Language Study

Enter the following details for the student:

- **Community language study** – maximum of 750 characters in each field
- **Language and cultural activities** – maximum of 1000 characters for each field
- **Additional qualities** – maximum of 1000 characters for each field
- **Checklist** – select YES or NO for each of the five questions

Note: It is recommended that you prepare these responses in a word document in advance so you can easily paste them into the portal. You can do a character count in the Word document to make sure the responses do not exceed the character limit. Please refer to the last page of this user guide for more information.

Once the details are completed, click **Submit**.

Note: You can click **Save for later** to save your entries and resume the nomination at a later date or **Previous** to go back.

Community Language Study

Community Language Study

Student's commitment to their Community Language study

Write a maximum of 750 characters about the student in each of the following categories.

* Punctuality and attendance: Describe the student's punctuality and level of attendance and cooperation in class.

* Diligence: Describe the student's participation in classroom learning and completion of homework and other language tasks.

* Conduct: Describe the student's behaviour and interaction with the teacher and other students.

Language and Cultural Activities

Student's participation in community language and cultural activities.

Write a maximum of 1000 characters for each question.

* Language activities: In what ways does the student demonstrate their language skills in the classroom, in their community language school or in the wider community?

* Cultural activities: How does the student demonstrate their understanding of language and culture within the community language school and in the wider community?

Additional Qualities

In what other ways does the student demonstrate they are a role model for their community language and culture?

Provide up to 3 examples. Write a maximum of 100 words for each example. Do not repeat information already provided in previous answers.

* Example 1.

* Example 2.

* Example 3.

Checklist - please answer YES or NO

* Was a selection committee formed to determine the nominations?

* Were all schools/locations in the organisation involved?

* Was the school's Management Committee informed?

* Were all teachers, parents/caregivers and students informed of the nomination process?

* Were all students considered for nomination?

Save for later

Submit

Previous

11. Confirmation

Once the nomination has been submitted, a **Confirmation** message will display.

Click **Close**.

Confirmation

Nomination for **Alice Jones** has been successfully submitted.

[Close](#)

12. Minister's Awards nomination(s) will display.

You can resume, display and unsubmit your nomination here.

Click the **Display icon/eye button** to view the nomination details for the student.

To unsubmit a nomination, click the **Unsubmit icon/looped arrow**. A pop-up box will display. Click **Unsubmit** and then click **Close**.

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MA-47	██████████ School Inc at ██████████	Junior Nomination	██████████	Submitted  Display  UnSubmit

Preparing a Minister's Awards nomination

The following questions are provided as a guide to assist organisations prepare for submitting a nomination via the portal. It is recommended to prepare responses on a Word document before starting an application.

Community Language Study

Student's commitment to their Community Language study

Write a **maximum of 750 characters** about the student in each of the following categories.

Punctuality and attendance: Describe the student's punctuality and level of attendance and cooperation in class.

Diligence: Describe the student's participation in classroom learning and completion of homework and other language tasks.

Conduct: Describe the student's behaviour and interaction with the teacher and other students.

Language and Cultural Activities

Student's participation in community language and cultural activities.

Write a **maximum of 1000 characters** for each question.

Language activities: In what ways does the student demonstrate their language skills in the classroom, in their community language school or in the wider community?

Cultural activities: How does the student demonstrate their understanding of language and culture within the community language school and in the wider community?

Additional Qualities

In what other ways does the student demonstrate they are a role model for their community language and culture?

Provide up to **3 examples**. Write a **maximum of 1000 characters** for each example. Do not repeat information already provided in previous answers.