

# Acknowledgements and Rewards Policy



## 1. Purpose

Brisbane State High School (BSHS) is committed to providing a respectful and vibrant learning environment for students and staff. All members of the BSHS community will have opportunities to engage in a broad range of quality learning experiences that promote and support value-driven approaches to lifelong learning and well-being.

The ultimate goal of learning is for each learner to gain and use knowledge meaningfully and independently. BSHS aims to be a high progress as well as a high achievement school.

The Acknowledgements and Rewards Policy validates for all members of the school and wider community that BSHS values participation, progress, achievement, positive behaviour, effort and excellence. We are a community that is committed to developing our young people and staff to achieve their potential intellectually, personally and socially. BSHS values and acknowledges the pursuit of academic progress and excellence, leadership development and striving for personal bests in a range of endeavours.

The Acknowledgements and Rewards Policy applies equally to all members of the BSHS community and provides encouragement and motivation for students and staff to participate in opportunities, improve performance, build a positive culture and intentionally engage in learning in and beyond the traditional classroom.

Brisbane State High School strives to continuously improve in order to achieve excellence. We acknowledge and reward individuals whose participation, resilience, dedication and determination enact our school values. The philosophy underpinning the acknowledging and rewarding of students and staff contributes greatly to the positive culture and well regarded reputation of Brisbane State High School that has been evident since our school was founded in 1921.

## 2. Consultation

Brisbane State High School has developed this policy over a considerable period of time in collaboration with our school community. It is also compliant with the rules and regulations that govern external bodies such as The Great Public Schools' Association of Queensland Inc. (GPS), Queensland Girls Secondary Schools Sports Association (QGSSSA), and Brisbane Schoolgirls' Rowing Association (BSRA).

## 3. Forms of Acknowledgements and Rewards

At BSHS, an acknowledgement or a reward can take many forms including: a private acknowledgement, a public acknowledgement, a certificate, a badge, a medal, a bursary, a trophy, or a Pocket.

This policy documents the criteria and the procedures attached to each form of reward and/or acknowledgement. It will also provide information regarding the kind of reward and/or acknowledgement appropriate to each activity.

BSHS values and rewards:

- academic progress and excellence
- participation, progress and excellence in cultural activities
- participation, progress and excellence in sporting activities
- leadership in a variety of activities and fields
- service and loyalty to the school and its community

Details specific to each activity are provided in the Appendices.

# Acknowledgements and Rewards Policy



The procedures regarding **eligibility** that apply to the BSHS Acknowledgements and Rewards Policy are **criteria based** and published in this Policy. They are applied equally and consistently in order to maintain the value and validity of the system.

Different categories of acknowledgements and rewards have varied requirements, however, the criteria is fairly and consistently applied. Within each category, a consistent system for nomination, adjudication and verification is documented, published and transparent.

The rigour applied to the awarding of student acknowledgements and rewards is also applied to staff acknowledgements and rewards.

Eligibility does not infer entitlement. Therefore, the following processes are in place to manage the awarding of acknowledgements and rewards.

All acknowledgements and rewards are dependent on meeting the following generic criteria:

- Attendance at all required lessons, training, meetings, practice and/or rehearsal sessions, meets, competitions, fixtures and/or performances, including all lead up activities listed in the participation point below.
  - All absences must be explained and documented and approved by the appropriate person.
  - Individual students who prepare externally for sporting/other competitions will be required to provide evidence of attendance to fulfil attendance criteria.
  - Students with conflicting school commitments will have a negotiated attendance schedule in consultation with the MICs, adjusted by the Directors and approved by the HOD Extra-Curricular and will be required to follow this schedule to fulfil attendance criteria.
- Participation in all lead up activities: meets, approved competitions, fixtures, practices and/or performances.
  - This is also subject to negotiation where conflicting commitments apply.
  - Approved absences are not to be penalised.
- Exemplary attitude and behaviour at all times.
- Payment obligations (if payment is required) for an activity have been met.

An acknowledgment or reward will not be awarded unless all the above conditions, as well as any/all award specific criteria are met.

## 4. Selection Panels

Where there are multiple applicants/nominees for an acknowledgement and/or reward, a selection panel will be appointed to discern the most suitable applicant/s. The composition of selection panels will be determined by the Executive Principal who will ensure that the most knowledgeable and appropriate people are appointed. Panels will consist of no less than three people.

Where selection panels are required, to ensure impartiality, the following applies:

- members of a panel will declare a conflict of interest (if one exists) and step down from the panel.
- a replacement panel member will be appointed by the Executive Principal or delegate if a member steps down.

A conflict of interest includes such things as a parent/child relationship, sibling relationship, other extended family relationship or a personal friendship with a member of the student's family. If, on other occasions, a panel member holds the belief that objectivity might be problematic, the panel member should step down.



## 5. Appendices

The following appendices provide specific detailed information.

- Appendix 1. Documentation process and procedure.
- Appendix 2. List of types of acknowledgement available for specific activities.
- Appendix 3. General information regarding **Pockets**.  
This section will provide information on the conditions that must be met to achieve a Pocket in any activity.
- Appendix 4. Academic Awards and Pockets
- Appendix 5. Cultural Awards and Pockets
- Appendix 6. Sporting Awards and Pockets
- Appendix 7. Service Awards and Pockets
- Appendix 8. Special Awards and Pockets
- Appendix 9. Awards Ceremony Awards
- Appendix 10. Staff Excellence Awards



## Appendix 1

### Documentation process and procedure

The documentation process for recording acknowledgements, rewards and awards, including Pockets, is the responsibility of the staff member responsible for the activity. All such records must be recorded in **OneSchool** by the appropriate staff member in a timely manner. Only after such records are entered into **OneSchool** can the process of awarding be actioned.

Many acknowledgements and rewards result in the awarding of a Pocket. **The process for recording awarded Pockets in OneSchool** is dependent on the category of Pocket being awarded.

- Cultural, Sporting and Other Extra-Curricular awards are recorded by the Extra-Curricular Support Officers (ECSO)
- Academic Pockets, Leadership, Spirit of State High and Service Awards are recorded by the Data Management and Analysis Officer

### How students and/or parents check their Pocket status:

- Before the end of the second week of each term, students should email [pockets@brisbaneshs.eq.edu.au](mailto:pockets@brisbaneshs.eq.edu.au) with their name and ARC class (EQ ID number, if known, would also be helpful). They should request their profile.
- The profile is generated from previously entered data and the profile appears as a PDF. This profile takes considerable time to generate so immediate responses are not possible.
- An acknowledgement of the request for a profile will be emailed to the student.
- Once the profile PDF is generated, the student receives the following reply which articulates all the remaining steps:

Thank you for your email.

You will find the Pocket profile attached. If there are any errors or missing awards, please email back to [pockets@brisbaneshs.eq.edu.au](mailto:pockets@brisbaneshs.eq.edu.au) with further details of the missing awards. Alternatively, if you require further clarification regarding any Cultural, Sporting and Other Extra-Curricular awards, please see the Extra-Curricular staff in D Block.

Once complete:

Print out this attachment and take it – with the blazer – to the Uniform Shop.

Remember that there is a cost involved in having Pockets embroidered onto the blazer:

- Approximately \$10 to have the blazer pocket removed and reattached; and
- Approximately \$10 per line of embroidery.

The Uniform Shop can talk with you in more detail about this.

### How elected leadership positions that attract a Pocket are awarded and recorded

All whole-school elected leadership positions (Captains and Vice-Captains, Prefects, Junior School Leaders, House Captains, Spirit Captains) are automatically awarded a Pocket. **OneSchool** is where the names of the successful applicant/s are recorded to ensure Pockets are also awarded. The staff member responsible for election of the student leader/s is responsible for ensuring that the details of the successful applicants are recorded in **OneSchool**.

The position specific process and criteria is made available during the application process.

# Acknowledgements and Rewards Policy

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## Other

Some acknowledgements and rewards, most of which are presented at the Awards Ceremony in Term 4 each year, are **Special Awards**. Recipients of some of these awards are eligible for a Pocket. These awards are selected by a panel. The panel interrogates data specific to the criteria attached to the award. Where appropriate, anecdotal information is also considered. For accountability reasons, the data used to select the successful student/s is documented. The position name/s of the selectors are included in the documentation. The criteria for the awards is listed in Appendix 9.



## Appendix 2

### Types of acknowledgement available for specific activities:

**Badge:** Badges are generally awarded at the commencement of a student's involvement in an activity. The badges serve not only as an acknowledgement of service but also as a method of identifying participating students to the school community.

Some Leadership Groups are presented with **badges** but are also eligible for **Pockets**. Some of these include: Prefects, School Captains and Vice-Captains, Junior School Leaders, House Leaders, SRC Leaders.

Students who currently participate in the following activities will be presented with a badge to signify their involvement in the activity.

- Student Representative Council
- The Ink Drop
- Peer Supporters
- Peers for Academic Success (PAS) Peer Supporters
- City Cluster Leadership Program
- Senior Formal Committee
- Senior Video Committee
- Year 11 Social Committee
- Year 9 Video Committee
- Event Photography Team
- Event Video Team
- ANZAC Day Cadets

This list is reviewed annually by the Dean of Students.

**Bursary:** Students who are awarded a bursary must meet the criteria set by the donors of the bursary. The bursaries are awarded at the Awards Ceremony at the end of the year. The bursaries are listed in Appendix 9: Awards Ceremony.

**Certificate:** Students are presented with a certificate for a wide range of activities as recognition of contribution and/or service to the school.

**Trophy/Shield:** Students receive a trophy/shield for a variety of special achievements which are presented at Activity Dinners at the end of the season/activity or at the Awards Ceremony at the end of the year. Some of these awards are perpetual and are returned to the school after the Awards Ceremony. The name of the annual winner is engraved on the trophy/shield. Trophies/Shields awarded are listed in Appendix 9: Awards Ceremony.

**Pocket:** Students who are awarded a Pocket are entitled to have the name of the activity for which they are awarded a Pocket embroidered on the pocket of their blazer. Students are awarded Pockets for participation, achievement and/or excellence in a variety of activities including cultural, sporting, academic, service and leadership. Pockets are embroidered in either red, silver or gold – depending on the level of involvement and participation. The criteria for the awarding of Pockets will be outlined separately in Appendices 3 – 7.

# Acknowledgements and Rewards Policy



## Trophies/Bursaries:



## Certificate:



## Badges:





## Appendix 3

### General Information Regarding Pockets

**Pockets** are awarded to recognise student achievement and quality participation in a range of school endeavours/activities. Students are eligible for one Pocket for each activity in which they participate in a calendar year. A Pocket is a line of embroidery on a blazer pocket signifying involvement in that activity. Any change (addition or deletion) to the eligible activities is at the discretion of the Executive Principal/delegate.

- 1. Pockets will be awarded by** the Executive Principal or delegate on the recommendation of one of the following:
  - Dean of Students (All categories)
  - HOD Extra-Curricular Activities
  - Director of Cultural, Boys or Girls Activities
  - MIC
  - Head of any curricular area Department (Academic Pockets only)
- 2. The responsible officers listed below are responsible for the management of the Pockets system, processes and procedures:**
  - Executive Principal
  - Dean of Students
  - HOD Extra-Curricular Activities
- 3. The duties of the responsible officers include:**
  - Reviewing annually the criteria for the awarding of Pockets
  - Reviewing the activities for which Pockets are to be awarded
  - Confirming the recommendations for Award, Half, Full and Gold Pockets
  - Maintaining consistency among the various activities
- 4. Pockets awarded are known as:**
  - Award: Red lettering below the BSHS emblem
  - Half: Silver lettering below the BSHS emblem
  - Full: Gold lettering below the BSHS emblem
  - Gold: Gold border around the BSHS emblem and lettering on a red velvet background.
  - Special: Gold wreath on both sides of the BSHS emblem with gold lettering above the emblem.

Lettering colour for embroidery of awards on pockets is determined by the above.

### Embroidery on Blazer Pockets

#### Boys

- According to GPS rules:
  - only the First team in each activity competes for a premiership. Consequently, the word 'PREMIERS' can only appear on a Pocket for a member of the Firsts.
  - any other team that is placed first in its division, an embroidered star symbol (5-point star, 8mmx8mm) may be placed before the activity name on the relevant Pocket. A pennant or certificate may also be presented to members of that team. The word 'PREMIERS' cannot appear on any pennant or certificate or lettering on a Pocket. The star will be embroidered in the same colour as the Pocket.

# Acknowledgements and Rewards Policy



Original blazer:



Awarded blazer:



Blazer displaying various awards:





## Girls

- According to QGSSSA rules:
  - teams at all levels of each activity compete for premierships. Consequently, the word 'PREMIERS' can appear on a Pocket for a member of any team that is placed first in its division.
  - examples of wording of lettering on blazer pockets include:  
ATHLETICS 2019, HOCKEY OPEN PREMIERS 2019, NETBALL OPEN 2019, TENNIS YR 9 PREMIERS 2019, RUGBY 13B 2019

## 5. Eligibility for all Pockets is subject to meeting **all** of the following:

- Attendance at all required lessons, training, meetings, practice and/or rehearsal sessions, meets, competitions, fixtures and/or performances, including all lead up activities listed in the participation point below.
  - All absences must be explained and documented and approved by the appropriate person.
  - Individual students who prepare externally for sporting/other competitions will be required to provide evidence of attendance to fulfil attendance criteria.
  - Students with conflicting school commitments will have a negotiated attendance schedule in consultation with the MICs, adjusted by the Directors and approved by the HOD Extra-Curricular and will be required to follow this schedule to fulfil attendance criteria.
- Participation in all lead up activities: meets, approved competitions, fixtures, practices and/or performances.
  - This is also subject to negotiation where conflicting commitments apply.
  - Approved absences are not to be penalised.
- Exemplary attitude and behaviour at all times.
- Payment obligations (if payment is required) for an activity have been met.

An acknowledgment or reward will not be awarded unless all the above conditions, as well as any/all award specific criteria are met.

Eligibility does not infer entitlement.

## 6. Award Pocket

- All students participating in a school approved extra-curricular activity will be eligible for an Award Pocket provided they fulfil the criteria outlined in Item 5.
- The MIC/Coordinator of each activity will compile and submit a list to the appropriate support staff member – Cultural and Sport to the ECSOs and others to the Data Management and Analysis Officer.
- Activities are those with a defined period of preparation, commitment and/or competition.
- A student may receive only one Pocket in an activity in a calendar year.

## 7. Half and Full Pockets

- All students who are involved in approved activities in which they represent the school will be eligible for a Half Pocket or a Full Pocket.
- Non-GPS and non-QGSSSA sports such as Fencing, Water Polo and AFL must compete in Division 1 of an approved competition to be eligible for these Pockets.
- Students who successfully trial on behalf of the school at the Queensland All Schools trials are eligible for a Pocket. Students who place in the top five at the state competitions are eligible for a Full Pocket and those who place sixth – tenth for a Half Pocket. This includes competitions such as triathlon.



- Initial eligibility for a Half Pocket or Full Pocket will be as stated in Item 5 (above). Additionally, a Half Pocket is only awarded for a high level of achievement and a Full Pocket only awarded for the highest level of achievement in the activity.
- The MIC/teacher in charge of each particular activity makes the recommendation based on both the generic and the activity-specific criteria.

## 8. Exceptional Circumstances

An MIC/staff member in charge of any activity may present a recommendation for the award of a Half or Full Pocket on the grounds of exceptional circumstance, e.g. injury, illness, outstanding commitment/leadership. Full written details are required. It is envisaged that such recommendations would be rare.

## 9. Gold Pocket

A student who has been awarded four Full Pockets in a minimum of two different activities is eligible for a Gold Pocket. The definition of 'different activities' is subject to the discretion of the responsible officers – Dean of Students and HOD Extra-Curricular.

Eligible students should apply in writing to the Dean of Students or the HOD Extra-Curricular stating their eligibility details.

Presentation of Gold Pockets will be at school assemblies.

## 10. Reviewing Pockets

A student may seek a review regarding the awarding of a Pocket by discussing the matter initially with the MIC or staff member in charge of that activity. If the matter cannot be resolved, the student should put his/her case in writing and forward it to the Dean of Students for consideration.

Any such written review must be for the current year; no retrospective reviews will be accepted.

Suggestions that may help BSHS staff to continue to improve the quality of its client service in regard to the awarding of Pockets are always welcome. Please forward these suggestions to the Dean of Students and/or the HOD Extra-Curricular for their consideration.



## Appendix 4

### Academic Awards and Pockets

#### Half or Full Pocket in Academic:

- Academic – Year 11 & Year 12
  - A **Full Pocket** will be awarded to the Year 12 Dux, Year 11 Dux and approximately the top 5% in an order of merit list.
    - Year 12 on the basis of fullest and latest results obtained up to verification.
    - Year 11 on the basis of results obtained in Semester 1.
  - A **Half Pocket** will be awarded to approximately the next 3% in an order of merit list of the Year 12 group on the basis of fullest and latest results obtained up to verification. All Year 11 students who obtain straight 'A's in Semester 1 will be awarded a Half Pocket
- Academic Merit – Year 7 to 10
  - A **Half Pocket** - six 'A' results for achievement in Semester 1. Students can be awarded a Half Pocket in Semester 2 on the basis of six 'A' results for achievement. Only one Half Pocket can be awarded for Academia in a calendar year.  
(Students with six 'A' results in Semester 1 and in Semester 2 will only be awarded a single Half Pocket.)
  - Academic Merit Awards are presented at the Academic Achievement & Progress Awards assemblies.



## Appendix 5

### Cultural Awards and Pockets

- **Instrumental Music Ensembles**

All members of a **senior group** will be eligible for a Half Pocket but where the group is placed in the top three in a state-wide (or equivalent/national or international) competition, or Platinum in Musicfest, all members are eligible for a Full Pocket.

If the senior group is placed lower than third, or there is no competition, individual members may be nominated for a Full Pocket on the basis of exceptional performance.

The senior (A grade) ensembles are:

- Symphony Orchestra
- Symphonic Band
- Cordelia Strings
- Percussion Ensemble
- Big Band

All members of a **junior group** (all ensembles other than A grade) will be eligible for an Award Pocket but where the group is placed in the top three in a state-wide (or equivalent/national or international) competition, or Platinum in Musicfest, all members are eligible for a Half Pocket.

If the junior group is placed lower than third, or there is no competition, individual members may be nominated for a Half Pocket on the basis of exceptional performance.

- **School Production**

All students involved in the School Production will be eligible for an Award Pocket.

A Full Pocket may be awarded to students who gain a leading role in the School Production. Those who perform tasks, equivalent in time and complexity, in an outstanding creative manner (e.g. costume design, publicity) that brings greater success to the production are also eligible.

A Half Pocket may be awarded to students who gain a major support role in the School Production. Those who perform tasks, equivalent in time and complexity, (e.g. costume design, publicity) are also eligible.

- **Dance Troupes ('Junior' or 'Senior' Dance Troupe or 'Boys Crew')**

All members of a senior troupe and Year 10, 11, and 12 Students involved in Latin, Boys Crew and Bollywood troupes will be eligible for a Half Pocket but where the group is placed in the top three in a state-wide (or equivalent) competition, all members are eligible for a Full Pocket. If the senior group is placed lower than third, or there is no competition, individual members may be nominated for a Full Pocket on the basis of exceptional performance.

All members of a junior troupe and Year 7, 8, and 9 students involved in Latin, Boys Crew and Bollywood troupes will be eligible for an Award Pocket but where the group is placed in the top three in a state-wide (or equivalent) competition, all members are eligible for a Half Pocket. If the junior group is placed lower than third, or there is no competition, individual members may be nominated for a Half Pocket on the basis of exceptional performance.



- **Vocal Ensembles**

All members of a Senior Girls Vocal, Belle Voci, and boys in Year 10, 11 and 12 who are part of Ragazzi, will be eligible for a Half Pocket but where the group is placed in the top three in a state-wide (or equivalent/national or international) competition, all members are eligible for a Full Pocket.

If the senior students place lower than third, or there is no competition, individual members may be nominated for a Full Pocket on the basis of exceptional performance.

All members of Junior Girls Vocal and boys in Year 7, 8 and 9 who perform with Ragazzi will be eligible for an Award Pocket, but where the group is placed in the top three in a state-wide (or equivalent/national or international) competition, all junior vocalists are eligible for a Half Pocket.

If the junior students place lower than third, or there is no competition, individual members may be nominated for a Half Pocket on the basis of exceptional performance.

- **Technical Crew**

Senior year level crew members will be eligible for a Half Pocket and may be nominated for a Full Pocket on the basis of exceptional performance.

Junior year level crew members will be eligible for an Award Pocket and may be nominated for a Half Pocket on the basis of exceptional performance.

Tech Crew members will not be eligible for a School Production Award (Red) Pocket but will be eligible for Full and Half Pockets for outstanding/major contributions as per the School Production criteria.

- **Drama Club**

Pockets are only awarded when participation in a Drama Club production or competition is included as part of Drama Club membership.

All Year 10, 11 and 12 members, will be eligible for a Half Pocket but where the senior students place in the top three in a state-wide (or equivalent/national or international) competition, all members are eligible for a Full Pocket.

If the senior students place lower than third, individual members may be nominated for a Full Pocket on the basis of exceptional performance

All Year 7, 8 and 9 Drama Club members, will be eligible for a Half Pocket but where the junior students place in the top three in a state-wide (or equivalent/national or international) competition, all members are eligible for a Half Pocket.

If the junior students place lower than third, individual members may be nominated for a Half Pocket on the basis of exceptional performance.



## Appendix 6

### Sporting Awards and Pockets

#### Team Sports – Boys

Boys sports use the 'under' followed by the age group (e.g. Under 12, 13, etc.) when fielding teams. To distinguish the division/skill level, the teams are divided into A, B, etc. At the senior age group, the highest level team is referred to as the 'First Team', the next will be the 'Seconds', etc.

Championship/Core Sports	GPS Sports	Other Team Competitions
Athletics	Basketball	AFL
Cross Country	Chess	Fencing
Swimming	Cricket	QDU Debating
	GPS Debating	FIRST LEGO League/F1 in Schools
	Football	
	Gymnastics	
	Rowing	
	Rugby	
	Tennis	
	Football	

#### Team Sports – Girls

Girls sports use the year/grade (e.g. Year 7, Grade 8, etc.) when fielding teams. To distinguish the division/skill level, the teams are also divided into A, B, etc. At the senior age group, the highest performing team is referred to as the 'Open Team', any additional teams are the Senior A, B, etc.

Championship/Core Sports	QGSSSA Sports	Other Team Competitions
Athletics	Basketball	BSRA Rowing
Cross Country	Badminton	Fencing
Swimming	Cricket	QDU/GPS Debating
	Football	Rugby Sevens
	Hockey	FIRST LEGO League/F1 in Schools
	Netball	
	Rhythmic Gymnastics	
	Softball	
	Tennis	
	Touch Football	
	Volleyball	

#### Criteria for the award of a Half or Full Pocket in team sporting activities:

##### First/Open/Senior teams

- All members of the First or Open teams will be eligible for Half Pockets.
- If the team is placed in the top three, all members are eligible for a Full Pocket.
- Individual team members of other teams may be nominated for a Full Pocket on the basis of exceptional performance.
- All members of the Second or Senior A grade teams will be eligible for a Half Pocket where the team is placed first.



- Where no Under 16 competition exists (GPS only), and the team is placed second, all members are still eligible for a Half Pocket.
- For teams placed second (and an Under 16 competition exists) or lower than second, Half Pockets may be awarded according to performance on a downward sliding scale, i.e. fewer pockets awarded if the team is placed towards the bottom of the competition.

## Under Age/A Teams

- Full Pockets may be awarded for exceptional performance to any member of an under age (boys) or year level (girls) 'A' team but will be limited to a maximum of two in U16, U15 and Year 10 and one to U14, U13, U12, Year 9, Year 8 and Year 7.
- Half Pockets may be awarded to any member of an under age (boys) or year level (girls) 'A' team that is placed first. This includes the Core Sports of Athletics, Cross Country and Swimming. For 'A' teams placed lower than first, Half Pockets may be awarded to members according to performance on a downward sliding scale.

## Cross Country

### Boys/GPS

- Any individual (all ages) placed in the first five will be eligible for a Full Pocket.
- If placed 6<sup>th</sup> to 25<sup>th</sup>, they will be eligible for a Half Pocket.
- Members of the Open team placed in the top three will be eligible for a Full Pocket.
- Members of a First team placed lower than third will be eligible for a Half Pocket.

Team members who compete at the GPS Championships (top 6 placed runners) who win their event will be eligible for a pocket premiership star on their pocket.

### Girls/QGSSSA

- Any individual (all ages) placed in the first five will be eligible for a Full Pocket.
- If placed 6<sup>th</sup> to 25<sup>th</sup>, they will be eligible for a Half Pocket.
- Members of a 17 years and over team placed in the top three will be eligible for a Full Pocket
- Members of a 17 years and over team placed lower than third will be eligible for a Half Pocket.

Team members who compete at the QGSSSA Championships (top 5 placed runners) who win their event will be eligible for 'Premiership' to be embroidered on their pocket.

## Boys Gymnastics

Gymnasts compete in six apparatus: Pommel Horse, Still Rings, Vault, Parallel Bars, High Bar and Floor exercises

- Any competitor who places in the top five of the combined apparatus competition is eligible for a Full Pocket
- Any competitor who places 6<sup>th</sup> to 25<sup>th</sup> in the combined apparatus competition is eligible for a Half Pocket.

## Girls Rhythmic Gymnastics

- Members of Open teams are eligible for Half Pockets but if placed in the top three, are eligible for Full Pockets.
- Members of Year 7 and Year 8 teams placed in the top three are eligible for a Half Pocket.
- Members of teams in lower placings are eligible for Half Pockets on a sliding scale.



## BSRA Rowing

- Crews placed in Open 1<sup>st</sup> Division who place in the top three will be eligible for Full Pockets while those placed lower than third will be eligible for Half Pockets.
- Open 2<sup>nd</sup> Division crews placed in the top two where no Under 16 Division exists will be eligible for Half Pockets.
- A Full Pocket may be awarded to under-age Division 1 competitors for outstanding performance:
  - two wins in under-age Division One events;
  - one win in an under-age Division 1 event and compete in the Open 1<sup>st</sup> VIII; or
  - one win in an under age Division 1 event and placed in the top three in one other 1<sup>st</sup> Division event where crew is placed first in a Division 1 event, all members will be eligible for a Half Pocket.
- Where an age division sculler is placed in the top three in a Division 1 event, she will be eligible for a Half Pocket.
- For sculling events:
  - Open Division 1, the rower is eligible for a Full Pocket if placed in the top three.
  - If not placed in the top three, the rower is eligible for a Half Pocket.
  - Where an under-age sculler is placed first in a Division 1 event, she is eligible for a Full Pocket.
  - If placed second or third, she will be eligible for a Half Pocket.

**For crewed events, the Team Sports criteria apply.**

## Athletics and Swimming

- All Open/17 years and over age competitors in 'A' Division (individual or relay event) placed in the top three will be eligible for a Full Pocket and those placing fourth or fifth, a Half Pocket.
- Under-age 'A' Division competitors are eligible for a Full Pocket if they break a record or win an event (including relays).
- A Half Pocket may be awarded to an individual who is placed second or third in any A division event (relay included).
- B Division competitors are eligible for a Half Pocket if placed first.

## Rugby Sevens (Girls only)

- Players may be eligible for an Award Pocket.
- A Full Pocket may be awarded to a player based on exceptional performance in the South-East Queensland Schoolgirls' Sevens Gala (e.g. selection in the Queensland U18 Rugby Sevens Team).
- A Half Pocket may be awarded to a player based on an impressive performance in the South-East Queensland Schoolgirls' Sevens Gala (e.g. shadow selection Queensland U18 Rugby Sevens Team).

## Debating (GPS and QDU)

Students who participate in a Debating team are eligible for a Pocket. Those who participate in both GPS and QDU competitions are eligible for one Pocket for Debating.

The Outstanding Individual Debater for each year level is eligible for a Full Pocket.

Criteria:

- debating skill
- team participation
- organisation
- commitment
- general service to debating

# Acknowledgements and Rewards Policy



- **GPS**

All members of the **Senior A GPS** team will be eligible for Half Pockets but where the team is placed in the top three, all team members are eligible for a Full Pocket.

All members of the **Senior B GPS** team will be eligible for Half Pockets if the team is placed first or if only one debate is lost. Half Pockets may be awarded according to performance if the team places lower than first.

Half Pockets may be awarded to any other GPS 'A' team that places first. For team placed lower than first, Half Pockets may be awarded to individuals according to performance.

- **QDU**

Any team member reaching the QDU State Championship will be eligible for a Full Pocket. Any team member reaching the QDU semi-finals will be eligible for a Half Pocket.

(Note: Debaters are only eligible for one award in debating and will receive the higher of the two awards.)

- **FIRST LEGO League/F1 in Schools**

All members of a team will be eligible for an Award Pocket. Student teams who achieve a first place in any category at the National level are eligible for a Half Pocket. If the team is awarded outright first place, the team members are eligible for a Full Pocket. Staff responsible for this activity may also nominate students for a Full Pocket on the basis of exceptional performance.



## Appendix 7

### Service Awards

#### Service to the Student Representative Council Awards

A student may be nominated by a member of the school community for service to activities that have been officially sanctioned by the school. Written evidence must be provided and verified by the school staff member. All of the generic criteria listed on Page 2 of the Policy must also be met.

Factors determining eligibility and/or the level of award may include:

- The significance/originality of the contribution to the community.
- The duration of the activity – ongoing commitment.
- Motivation – the activity must be undertaken for altruistic reasons.
- Attitude and behaviour must be such that they bring credit to the school.

An Award Pocket may be awarded to a student who meets the criteria above where the commitment is for at least one year.

A Half Pocket may be awarded to a student who meets the criteria above where the commitment is for at least two years and where the activity is substantial and extensive.

A Full Pocket may be awarded to a student who meets the criteria above where the commitment is for at least three years and where the activity is substantial and extensive.

Non-ongoing activities will be considered on a case-by-case basis with accompanying documentation.

The wording of the Pocket is, for example: 'SERVICE 2019'.



## Appendix 8

### Special Awards and Pockets

- The Executive Principal will award a Special (Leadership) Pocket to:
  - School Captains
  - School Vice-Captains
  - Prefects
- **Executive Principal's Pocket – Effort**
  - A student with excellent results for Effort in all subjects on their Semester 1 report will be eligible for a Half Pocket. The lettering on the blazer pocket will be: EXCELLENCE 2019.
  - A student with six Half Pockets for Effort in Year 7 to 12 will be awarded a Gold Pocket for sustained effort at the highest standard. The lettering on the blazer pocket will be: EXCELLENCE 2019.
- **Executive Principal's Pocket – Significant Achievement**
  - The Executive Principal may award a Half, Full, Gold or Special Pocket for other significant achievements of students while representing the school in activities or events that are not expressly listed within the Acknowledgements and Rewards Policy. The Executive Principal may designate a specific name for the award related to the activity or field of endeavour. Alternatively, the Pocket may read: PRINCIPAL'S AWARD 2019.

In some activities, an award may be presented to the Captain of the Open (girls) or First (boys) Team or Captain of an activity (e.g. Swimming, Athletics) for outstanding and/or exceptional leadership/service. These awards will be recommended by the coordinator of the activity and awarded at the conclusion of the season.

Examples of the lettering of this award on the blazer pocket include:

- CAPTAIN OF BOATS 2019
- RUGBY CAPTAIN 2019
- HOCKEY CAPTAIN 2019
- DEBATING CAPTAIN 2019

### Leadership Pockets (other than School Captains and Prefects)

Leadership positions include:

- House Captains (Year 12) are eligible for a Half Pocket. The lettering will read HOUSE CAPTAIN 2019.
- Junior Captains are eligible for a Full Pocket. The lettering will read JUNIOR CAPTAIN 2019.
- Junior Leaders are eligible for a Half Pocket. The lettering will read JUNIOR LEADER 2019.
- Spirit Leaders are also eligible for a Half Pocket. The lettering will read SPIRIT LEADER 2019.

Once these positions are filled, students may request a transcript to facilitate blazer embroidery.

These positions are elected using a documented process that is available at the time of selection/election.



## Appendix 9

### Awards Ceremony Awards

#### Academic Awards

- Year Level Academic Excellence Awards – Presented to the top achieving students in Year 7, 8, 9, 10, 11 and 12.  
Award Criteria: These awards are results based.
- State High Junior Academic Excellence and Behaviour Award – Presented to Year 9 students who have consistently achieved 'A' results in academic, behaviour and effort in Year 7, 8 and 9.  
Award Criteria: These awards are results based.
- State High Senior Academic Excellence Awards – Presented to Year 12 students who have consistently achieved 'A' results in their academic subjects throughout Year 7 to 12.  
Award Criteria: These awards are results based.
- State High Senior Excellent Effort and Behaviour Award – Presented to Year 12 students who have consistently achieved 'A' results in effort and behaviour throughout Year 7 to 12.  
Award Criteria: These awards are results based.
- Terri Butler MP for Griffith STEM Award – Outstanding achievement by a Junior student (Year 9) across Science, Technology, Engineering and Mathematics. Must have Academic Merit Awards in Year 7 to 9 and straight 'A' results in all four subjects in Year 7 to 9.  
Award Criteria: This award is results based.

#### Senior Subject Awards

Award Criteria: These awards are results based.

#### Current Year 11 Subjects

Award Criteria: These awards are results based.

Accounting  
Ancient History  
Biology  
Business  
Certificate II Furniture Making Pathways  
Certificate III Business  
Certificate III Fitness  
Certificate IV Crime & Justice Studies  
Chemistry  
Chinese  
Dance  
Design  
Digital Solutions  
Diploma of Business  
Drama  
Economics  
Engineering  
English  
Essential English  
Essential Mathematics  
Film, Television & New Media  
French  
General Mathematics  
Geography  
German  
Health

# Acknowledgements and Rewards Policy



Italian  
Japanese  
Legal Studies  
Literature  
Mathematical Methods  
Modern History  
Music  
Music in Practice  
Philosophy & Reason  
Physical Education  
Physics  
Psychology  
Social & Community Studies  
Spanish  
Specialist Mathematics  
Visual Art

## **Current Year 12 Subjects**

Award Criteria: These awards are results based.

Accounting  
Ancient History  
Business Management  
Biology – Peter Hadgelias Trophy  
Certificate I Construction  
Certificate III Business  
Certificate III Fitness  
Certificate IV Crime & Justice Studies  
Chemistry - Spiro M Dragona Chemistry Studies Bursary  
Chinese  
Dance  
Diploma of Business  
Drama  
Economics  
Engineering Technology  
English  
English Communication  
English Extension (Literature)  
Film, Television & New Media  
French  
Geography  
German  
Graphics  
Health Education  
Information Processing & Technology  
Italian  
Japanese  
Legal Studies  
Mathematics A  
Mathematics B  
Mathematics C  
Modern History  
Music  
Music Extension  
Philosophy & Reason



Physical Education  
Physics  
Prevocational Mathematics  
Social & Community Studies  
Spanish  
Visual Art

## Special Academic Award/s

- LJ Heenan Award for Senior Physics and Mathematics – Awarded to the top student in Maths B, Maths C and Physics.  
Award Criteria: This award is results based.
- Elek International Affairs Award for Humanities and Languages – Awarded to the top student in Humanities and Languages.  
Award Criteria: This award is results based.
- ANZAC Scholar Award – This is awarded to a Senior Modern History student who has demonstrated a passion for Australia's Service history. The student must also be a skilled researcher and presenter. Student must have achieved an 'A' result in Modern History and have positive behaviour reports.  
Award Selection: This award is selected by the Head of Humanities.

## Sporting Awards

### Individual Sporting Awards

Award Selection: The recipients of these awards are selected by staff.

Basketball

- Outstanding Performance (Girls)
- Outstanding Performance (Boys)

Chess

- Outstanding Performance

Cricket

- Outstanding Performance (Girls)
- Outstanding Performance (Boys)

Cross Country

- Outstanding Performance (Girls)
- Outstanding Performance (Boys)

Debating

- Outstanding Performance

Fencing

- Outstanding Performance

Football

- Senior Player of the Year (Girls)
- Senior Player of the Year (Boys)

Hockey

- Outstanding Performance

Netball

- Outstanding performance - presented with the Nesta Brown Trophy

Rhythmic Gymnastics

- Outstanding Performance

# Acknowledgements and Rewards Policy



## Rowing

- Outstanding Performance (Girls)
- Outstanding Performance (Boys)

## Rugby

- Player of the Year

## Softball

- Outstanding Performance

## Tennis

- Outstanding Performance (Girls)
- Outstanding Performance (Boys)

## Touch Football

- Outstanding Performance

## Volleyball

- Outstanding Performance (Girls)
- Outstanding Performance (Boys)

## Water Polo

- Outstanding Performance

## Special Sporting Awards

Award Selection: The recipients of these awards are selected by staff.

- Junior Pierre de Coubertin Award – Demonstrated initiative, commendable sporting behaviour and fair play consistent with the Olympic Movement.
- Australian Olympic Change Maker Award – Year 10 to 12 students who have demonstrated the Olympic spirit through leadership and driving positive change in their communities.
- Service to Sport, Barry Smith and Family Award – Involvement and contribution to sport 'beyond the call of duty' in the areas of assisting the MIC, coaching, organisation, encouraging others.
- Team Effort Award
- Swimming
  - Hayley Lewis Trophy (Girls)
  - Duncan Armstrong Trophy (Boys)

# Acknowledgements and Rewards Policy



Criteria for the following Special Awards is determined by the donor (school appointed panel to determine recipient). All awards are staff nominated and panel selected unless the award is results based or requires a submission and/or a portfolio.

Cultural Awards	
Award Name	Criteria / Awarded to
Eames Family Brass Award	Presented to the top student who has achieved a minimum 'A' result in Brass. Award Criteria: This award is results based.
Eames Family String Award	Presented to the top student who has achieved a minimum 'A' result in Strings. Award Criteria: This award is results based.
Eames Family Woodwind Award	Presented to the top student who has achieved a minimum 'A' result in Woodwind. Award Criteria: This award is results based.
John Davies Memorial Percussion Trophy	Presented to the top student who has achieved a minimum 'A' result in percussion. Award Criteria: This award is results based.
Excellence in Theatre Making in Drama – sponsored by Queensland Theatre	Presented to the year 12 student who achieves the highest result in the Practice-Led Project: Directorial Treatment Pitch. This student will have the highest mark in the Forming strand of their Drama studies. It recognises visible progress and expertise. Award Criteria: This award is results based.
Service to Music Award	Presented to a student who demonstrates leadership and has made a valued contribution to the Instrumental Music Program over time. Student has shown exemplary support of the performance program, attendance, achievement and encouragement of others to serve. Award Selection: The recipient of this award is selected by the MIC and Director of Cultural Activities in consultation with Instrumental Music teachers.
Liam McBride-Kelly Award for Ongoing Excellence in Technical Crew	This recognises the work that goes on behind the scenes of school events by a dedicated student volunteer. Presented to a student who has made a significant contribution to the Technical Crew. Award Selection: The recipient of this award is selected by the MIC and Director of Cultural Activities.
The Peter and Julie Bellas Art Bursary Award	Year 12 Visual Art students submit a Body of Work to exhibit at the annual CREATE event. The work may be fine art, photography, film, design, fashion or architectural pieces. Students also need to have achieved an 'A' in Semester 1 and an academic standard that satisfies entry requirements to continue their studies in Visual Art at a tertiary institution should they wish to do so. Award Selection: The recipients of these awards are selected by the Head of The Arts in consultation with The Arts staff.

# Acknowledgements and Rewards Policy



<p>John Kerruish/Andy Farmer Memorial Bursary Award for Voice</p>	<p>Presented to a Year 12 student involved in the Vocal Ensemble Program. The recipient of this award will have demonstrated skills that are commensurate with the level required to enter tertiary level studies for voice and have participated in the Vocal Ensemble Program throughout all their years at BSHS. The student will have shown leadership and commitment to the program through participation in public performances eisteddfods and official school functions.</p> <p>Award Selection: The recipient of this award is selected by the MIC and Director of Cultural Activities.</p>
<p>Strom Dance Excellence Award</p>	<p>This is a merit award which is presented to a student who has participated in dance performances including Creative Generation, eisteddfods and showcases as well as providing service to the State High dance community. The award honours the Strom family and their huge contribution to the State High dance program since 2009.</p> <p>Award Selection: The recipient of this award is selected by the Head of The Arts in consultation with the MIC, Director of Cultural Activities and Dance teachers.</p>
<p>Service to Performing Arts Award</p>	<p>Presented to a student who demonstrates all-round excellence in ability and performance in The Arts. The student must display the following qualities: Significant involvement in at least two of the Performing Arts areas of Dance (including Troupe), School Production, Instrumental Music, Vocal, Drama, Tech Crew, Classroom Music.</p> <p>Award Selection: The recipient of this award is selected by the Head of The Arts in consultation with the Director of Cultural Activities and Performing Arts teachers.</p>



## Service, Leadership and Citizenship Awards

Those who **serve** with distinction do not always do so from the front. They are sometimes in the background quietly performing the many tasks necessary to run an event, activity or classroom. They might not always be champions in their fields, team leaders or at the top of the class but they are critical members of the BSHS community. They are the students who are:

- Actively involved in service to their peers, school and community.
- Voluntarily assisting others without the expectation or likelihood of reward.

Our outstanding student **leaders** are exemplary State High citizens. They positively influence the actions of other members of the school community and work with them to realise a common goal and vision. All students receiving awards in this category share common characteristics and skills that set them apart. They are:

- Inquisitive and curious – constantly searching for new knowledge, ideas and experiences that are relevant to their environment; they can ignite the interest of others to progress constructive change and improvement;
- Empathetic and have emotional intelligence – they are sensitive to the needs of others and have demonstrated a strong ability to build positive social relationships;
- Self-disciplined and well-organised – they do what they say they will do, when they say they will do it, a skill that makes them great role models for others;
- Open-minded and flexible – they listen and provide opportunities for others to influence decision-making processes;
- Trustworthy – they are honest and recognise the value of this quality in others;
- Worthy communicators – they connect with their audience, whether it be students, staff, parents or members of the broader school community; and
- Positive – they are optimistic people who look to progress the BSHS vision and goals.

These students have sought new opportunities, joined in, raised concerns in response to issues, sought answers and built support to realise programs and/or initiatives. The following awards will be presented to students who meet the above criteria as well as the criteria specified by the donor of each award.

Service, Leadership, Citizenship Awards	
Award Name	Criteria / Awarded to
Service to Student Representative Council Award	Presented to a student who has participated in all activities of the SRC. Shows outstanding leadership, initiative, independent and team work. Works collaboratively with staff and other students. Displays qualities of honesty and integrity, kindness and compassion. Upholds the BSHS ethos and identity in the wider community. Award Selection: The recipient of this award is selected by the MIC.
Past Students' Association Award	Presented to a student who shows support for others, takes pride in the school, is involved in a range of activities, has strong integrity, respects the school's identity and tradition as a State High citizen. Award Selection: The recipient of this award is selected by the Dean of Students in consultation with staff.

# Acknowledgements and Rewards Policy



Year 10 ADF Long Tan Award	Sponsored by the Australian Defence Force. The criteria is based on leadership, teamwork, values, problem solving, resourcefulness, communication, cooperation and community involvement. Award Selection: The recipient of this award is selected by the Executive Principal in consultation with staff.
Year 12 ADF Long Tan Award	Sponsored by the Australian Defence Force. The criteria is based on leadership, teamwork, values, problem solving, resourcefulness, communication, cooperation and community involvement. Award Selection: The recipient of this award is selected by the Executive Principal in consultation with staff.
Award for Citizenship – Colin Mason Trophy	Presented to a Year 12 girl who has shown outstanding citizenship and contribution to school life. Award Selection: The recipient of this award is selected by the Dean of Students in consultation with staff.
Award for Citizenship – Forgan-Smith Memorial Trophy	Presented to a Year 12 boy who has shown outstanding leadership of the senior students. Award Selection: The recipient of this award is selected by the Dean of Students in consultation with staff.
The Isaac Waddle Cup for Loyalty and Leadership	Presented to a Year 12 girl who has demonstrated outstanding qualities of leadership and loyalty. Award Selection: The recipient of this award is selected by the Dean of Students in consultation with staff.
The Isaac Waddle Cup for Loyalty and Leadership	Presented to a Year 12 boy who has demonstrated outstanding qualities of leadership and loyalty Award Selection: The recipient of this award is selected by the Dean of Students in consultation with staff.
UQ Great Court Race Scholarship <i>(May not be applicable every year)</i>	This is offered to any Year 12 student who takes up a place at UQ in the following year – based on academic merit and meeting UQ's other specified criteria. Award Selection: The recipient of this award is selected by UQ.

# Acknowledgements and Rewards Policy



Criteria for the following Special Awards is determined by the donor (a school appointed panel will determine the recipient/s). All awards are staff nominated and panel selected unless the award is results based.

Special Awards	
Award Name	Criteria / Awarded to
The University of Queensland Achievement Award	Presented to a Year 11 or 12 student for ongoing service to the school through academic application, active service to the school and/or wider community and demonstrated leadership. Award Selection: The recipient of this award is selected by the Dean of Students in consultation with staff.
Junior Caltex Best All-Rounder Award	Presented to a student who must have completed Year 7, 8 and 9 at BSHS. Must have represented the school with merit in a number of sports during this time. Must also achieve high academic performance and positive behaviour. Award Selection: The recipient of this award is selected by the Head of Extra-Curricular in consultation with MICs.
'Junior Dickson' Sportsmanship Award	Presented to a student who displays exemplary character and attitude to sport and sporting behaviour. Accomplished person, outgoing and cooperative with peers and staff (e.g. MIC) represented BSHS in at least two sports, excelling in one. Award Selection: The recipient of this award is selected by the Dean of Students in consultation with the Head of Extra-Curricular and MICs.
HG Watkin Cup for Scholastic and Sporting Ability	Presented to a Senior student (Year 11 or 12) with high academic success who has represented BSHS in GPS or QGSSSA sport. Award Selection: The recipient of this award is selected by the Dean of Students in consultation with Heads of Department.
Harvard Book Prize	Presented to a Year 11 student who displays excellence in scholarship and strength of character. The student must be highly motivated and work to potential. Award Selection: The recipient of this award is selected by the Dean of Students in consultation with Head of Student Culture and Engagement.
Ausenco Engineering Scholarship Award	Presented to two outstanding Year 12 students who intend to enrol in a Bachelor Degree in Engineering. Award Selection: Results based with confirmation of intended tertiary studies by Dean of Students in consultation with Head of Science and Head of Business Innovation & Design.
The Cassandra June Carter Bursary	Perpetual bequest to be used to defray educational expenses of one or more BSHS students who demonstrate academic potential. Students self-nominate for this award. Award Selection: The recipients of these bursaries award are selected by the Dean of Students in consultation with the School Executive.
Year 11 Dux Lions Club Bursary Award	Awarded to the top academic student in Year 11. Award Criteria: This award is results based.

# Acknowledgements and Rewards Policy



## Graduation Ceremony Awards

Award Name	Criteria / Awarded to
The George Lockie Memorial Cup (Dux of School)	Awarded to the top Year 12 student – outstanding academic achievement and performance. Award Criteria: This award is results based.
The David Sutton Award for All-Round Excellence	Awarded to a Year 12 student for outstanding performance in academic, service to the school community and involvement in extra-curricular activities over the entirety of the recipient's time at the school. Award Selection: The recipient of this award is selected by the School Executive and Heads of Department.



## Appendix 10

### Staff Excellence Awards

Teaching Excellence Awards and Support Staff Excellence Awards for Performance and Service are presented at the annual Awards Ceremony.

### Selection Committee

The Dean of Teaching and Learning coordinates the Selection Committee consisting of:

- Executive Principal
- Deputy Principal
- School Council representative
- Prior year's Bill Simpson Award winner
- Prior year's Support Staff Award winner (one)
- Parent representative
- Student representatives

### Teaching Excellence Awards

One award in each of the following categories is presented at the annual Awards Ceremony:

- Excellence in Classroom Teaching
- Leadership in Teaching and Learning (Coaching, Mentoring, Innovation or Curriculum)
- Extra-Curricular Commitment by a Teacher
- Excellence by a Beginning Teacher (year one or two of full-time teaching)
- School Council Award  
(Criteria is set by the School Council each year – e.g. in 2019, it is 'Visible Expertise in Professional Learning')

Nominees are assessed on evidence provided in relation to five criteria. Evidence is provided in relation to each of the following criteria, which are given equal consideration by the selection committee:

1. Demonstrates ability to draw on a body of professional knowledge and research to respond to the needs of students.
2. Demonstrates ability to make learning engaging and valuable to operate effectively at all stages of the teaching and learning cycle.
3. Demonstrates ability to commit to learning and professionalism in all interactions with students, colleagues, parents and the community.
4. Demonstrates ability to lead practices that align with the School Improvement Plan.

For the School Council Award, additional criterion will also be used in addition to Criteria 1-4: e.g. in 2018, the criteria was 'Evidence of how the nominee has engaged in deliberate practice and has contributed to the development and growth of a positive school culture.' The 2018 School Council Award was for 'Development and Growth of a Positive School Culture'.



## Support Staff Excellence Award for Performance and Service

Two Support Staff Awards are presented at the annual Awards Ceremony.

Nominees are assessed on evidence provided in relation to three or more of the following criteria:

1. **Customer Service** – Contributes to improvement in the quality of service to students, staff, departments and/or the public.
2. **Service projects** – Undertakes significant projects which demonstrate creativity or progressive ideas.
3. **Leadership** – Demonstrates initiative and sets the pace in a supervisory or non-supervisory role.
4. **Mentoring** – Encourages and motivates other employees to improve their performance.
5. **Self-improvement** – Initiates developmental activities to improve job knowledge or work performance.
6. **Efficiency** – Contributes ideas that result in savings of time and/or resources.
7. **Problem solving** – Demonstrates creative and innovative solutions to problems or challenges in the department.
8. **Teamwork** – Contributes significantly in team approaches.