

## Understand how to structure your application:

Tips for writing your application:

- include headings, sub-headings and bullet points to make it easier to read
- make sure your answers are clear and written in plain English
- Avoid using acronyms or relying on assumed knowledge
- don't skip over the detail.

Consider following the STAR model to structure your responses:

- Situation: What was the situation, context, or challenge faced?
- Task: What needed to be accomplished, what role did you play?
- Action: What did you do and how did you go about it?
- Result: What results or outcomes were achieved and what did you learn?

Before submitting:

- check you've answered all questions and addressed all criteria
- check there are no spelling or grammatic errors
- have a colleague or manager read over your application.

## Points to consider:

- Ensure to include the Nominator and Nominee contact details.
- Main body of nomination
  - Include an introduction and response to each applicable element of the judging criteria for the award (professional excellence, ethics, best practice, outcome and achievement, teamwork, innovation and sustainability).
  - Evidence is one of the most important parts of your application. Make sure to provide specific examples to demonstrate how you have met the criteria. Judges may be unfamiliar with your area of work so avoid acronyms or relying on assumed knowledge.
  - End with a summary of the nomination – '100 word' elevator pitch
- Make sure your answers are clear, concise, and written in plain English.
- If you're writing an application on behalf of someone, describe the context to give judges a feel for the applicant.
- You may wish to provide supporting documentation for your application, may not exceed two pages in total.
- Ask a colleague or manager to read through your application before submitting.
- Get testimonials

## Finalists and winners – promotional use and responsibilities:

Information provided in the summary of your application may be used for marketing purposes.

Winners and finalists may be required to fulfil an ambassadorial role and must agree to participate in the promotion of the awards before and after the ceremony as requested by API.

Awards will be held in Melbourne, 27 July, 2023. API would request that nominees make all efforts to attend the event in person.