

## Chief Minister's Literacy Achievement Awards (CMLAA)

### Guidelines and Frequently Asked Questions

**NOTE:** Each non-government principal will receive an email providing them with a generic login account which will allow them access to the Department of Education CMLAA nominations site.

#### 1. Who is eligible for a Chief Minister's Literacy Achievement Award?

One student from each Transition to Year 9 class in every government and non-government school in the Northern Territory can be nominated by teachers to receive an award.

All nominated students will receive an award letter and a certificate from the Chief Minister.

#### 2. What are the award categories?

The award has six recognised categories of literacy achievement in 2023. Details, including a 'competency statement' that will be written into the Chief Minister's award letter for each student, can be found at:

[www.education.nt.gov.au/events-and-awards/chief-ministers-literacy-achievement-awards](http://www.education.nt.gov.au/events-and-awards/chief-ministers-literacy-achievement-awards)

#### 3. Where do I find the Chief Minister's Literacy Achievement Award process?

Following are the links to CMLAA information and nomination forms:

- [www.education.nt.gov.au/events-and-awards/chief-ministers-literacy-achievement-awards](http://www.education.nt.gov.au/events-and-awards/chief-ministers-literacy-achievement-awards)  
This is the Department of Education webpage providing background information on the awards. The nomination forms can be accessed from this page; or
- <https://cmlaa.ntschoools.net>  
The above link will take you directly to the Department of Education CMLAA nominations page. (*non-government principals will be prompted for their generic login when clicking on this link*)

#### 4. How does the nomination process work?

Principals are requested (via the Department of Education, Learning Matters and through sector contacts) to commence the awards process by:

- i. Completing the online **School Information Form**.  
This form **MUST** be completed by the Principal. Principals provide the name of a person at their school who will be the contact for all aspects of the CMLAA. This can be the principal or a delegate.
- ii. Once the *School Information Form* has been completed and submitted online the principal or their delegate can commence recording the school's nominated students via the **online nomination form**.

The **Principal's delegate** and the **Principal** are the **ONLY** persons at the school who:

- will be able to access the Department of Education CMLAA site to record each student nomination
- will be emailed the school's confirmation reports showing progress
- can go online to update or amend any student nominations
- will be the addressee to receive the award certificates and letters once printed.

#### 5. Why does a school nominate a contact person?

The **school contact person** is the **ONLY** person (apart from the Principal) at the school who:

- should receive all student nominations from teachers
- can access the online form to record each student nomination
- will be emailed school progress reports showing nomination progress
- can go online to update or amend any student nominations
- will be the addressee at the school to receive the award certificates and letters from the printers.

#### 6. What happens if a school's CMLAA contact person or 'end of year' assembly date needs to change?

This information can be amended online by the **principal** or **the delegate**.

#### 7. Does the school CMLAA contact person have to wait until ALL the school student nominations have been received before starting to record details online?

No. Nominations can be entered by the school delegate progressively at any time.

#### 8. Why are confirmation progress reports generated and emailed to the school contact person?

- A progress report will be emailed to the school principal and CMLAA delegate each Monday until all student data is entered or nominations close.
- The delegate should:
  - ensure there is only ONE student nominated from every eligible class at the school
  - ensure spelling and preferred student names are correct  
**(It is essential that each student's name is correct as this is exactly how the name will appear on the printed award certificate and letter)**

#### 9. Why is it important that timelines are adhered to?

The timelines are essential to enable award certificates and letters for every student to be processed and delivered to schools in time for end of year ceremonies.

#### 10. How are the certificates and letters distributed to winning students?

- All printed award certificates and letters for each school are forwarded to the school, **in one large brown envelope** addressed to the Principal or their school delegate. See example below:

***This envelope contains certificates for the Chief Minister's Literacy Achievement Awards (CMLAA) to be presented to students at end of year school ceremonies.***

**ATTENTION:**  
CMLAA Contact  
School  
Address  
Suburb State Postcode

#### 11. How are the certificates and letters presented to students?

The award certificates and letters are presented by the school to winning students, usually at their end of year assembly or function.