



AMEB Award

Supervisor Guide

The role of an AMEB Award supervisor



**Have you been approached to be an AMEB Award supervisor by an Award participant?
Or, perhaps, you're investigating the role and responsibilities of a supervisor in the
AMEB Award program.**

Please read on for more information which explains everything you need to know.

What is an AMEB Award supervisor?

When someone participates in the AMEB Award, they complete two types of activities, Performances and Contribution Activities. Participants nominate Award supervisors to confirm they've completed their activities. A supervisor is an in-person witness who can approve or decline the validation of the participant's Performance or Contribution Activity (e.g., assistance at rehearsal). The specifics depend on what activity the participant is completing.

Ideally, you're teaching, working with or coaching the Award participant in some way. Teachers, studio owners, and local community performing arts leaders make great supervisors. Anyone involved in the participant's Award may be their supervisor. It is recommended that the supervisor is not the participant's parent or carer, but this is allowable if no other suitable adult can be found for a particular activity.



What does an AMEB Award supervisor do?

If you agree to be a supervisor, you must be confident you can observe or monitor an Award participant completing their nominated activity through in-person attendance. You don't need to document this. You'll be asked to approve or decline the participant's activity via email.

What if I want to do more to support my AMEB participant?

Aside from simply confirming that an Award participant completed an activity, you may choose to mentor the participant through their Award, encouraging them to complete the Award activities to the best of their ability. Or, you might help the participant plan, find or make opportunities to perform, or contribute to fulfilling their Award Requirements.



Find out more
ameb.edu.au/award

Contact us

📞 1300 725 709

✉ online@ameb.edu.au

A photograph of a young woman with dark hair in a ponytail, wearing a black top, playing a double bass. She is in an orchestra, with other musicians and brass instruments visible in the background.

The Supervising Process

1. Familiarise yourself with the appropriate AMEB Award Requirements:
 - [Bronze Award Requirements](#)
 - [Silver Award Requirements](#)
 - [Gold Award Requirements](#)
2. Review Supervisor Responsibilities (see the following page).
3. After your participant nominates you as one of their supervisors, check your email inbox. You'll receive an email that will allow you to confirm or decline your nomination.
4. If you accept and confirm, we recommend you talk to your participant so you understand their planned activities. Your participant may nominate you to supervise one, some or all of their Performances or Contribution Activities.
5. When your participant logs their activity as complete, they can request your approval. You'll get an email to approve or decline the activity.
6. If you agree that the participant did the activity as they described, you're good to approve it!
7. If you cannot verify their activity, you must decline it so your participant can review their submission.
8. You may wish to see the participant's Contribution Activity Log, which details the dates and times of their activities.

NOW BASK IN A WARM GLOW.

You did your part to nurture a budding performing artist on their
AMEB Award journey.



Supervisor Responsibilities

As an Award supervisor, you can "Approve" a Performance or Contribution Activity if:

- You've determined that the Performance or Contribution Activity listed by the participant is suitable as an AMEB Award Requirement for:
 - [Bronze Award Requirements](#)
 - [Silver Award Requirements](#)
 - [Gold Award Requirements](#)
- The details listed against the Performance or Contribution Activity are correct, including any dates, contributed hours and information regarding the participant's involvement in performances, community or school groups, initiatives or projects.
- You've witnessed (in person) the participant undertake the Performance or Contribution Activity as described, and no details have been falsified.
- You are willing to correspond with an AMEB staff member via phone or email to verify your approval and discuss any activities you have approved.

AMEB Ltd reserves the right to review the enrolment and outcomes if a participant is found to have submitted their Award without fulfilling the Requirements adequately. As a result, the participant's Award may not be granted.

Please see our [AMEB Award policy](#) for full details.



Award supervisor

FAQs

How do I become an Award supervisor?

Participants can nominate supervisors as soon as they're enrolled in their Award. When someone nominates you as a supervisor for their Award enrolment, you'll receive an email asking you to confirm that you're happy to take on the role. When you confirm, you'll be listed as one of their supervisors so the participant can request your approval of their activities.



Do I need a SCORE account to be a supervisor?

No — as an Award supervisor, you'll approve activity completions via an autogenerated email, so there's no need to have a SCORE account. If you already have a SCORE account, your supervisor responsibilities won't happen through your account.

What if I'm not confident I can supervise this participant's activity?

Before you agree to be a supervisor, it's worth considering if you have the time and capacity to commit to this responsibility. If you are unable to commit to being a supervisor, it's best to decline the nomination, so the participant can find another person to nominate.



Award supervisor FAQs

How do I approve a participant's activity?

When an Award participant completes a Performance or Contribution Activity in their Award portal, they can assign a supervisor to that activity. At that point, you'll receive an email asking you to approve or decline it. Only approve it if you can guarantee that the participant undertook the activity as described. If you approve an activity, it will be marked as approved in the participant's record. They and you can celebrate another step in their Award journey.

What happens if I decline a participant's activity?

In some situations (e.g., if you didn't witness a performance or the details of an activity are listed incorrectly), you might have to decline an activity. If this happens, the participant will be informed, along with any feedback you provide when declining the activity. They'll have the opportunity to do another activity until they have fulfilled the Requirements for their Award – they won't be penalised for having an activity declined.

Further details

Please read the [AMEB Award policy](#) before agreeing to be an AMEB Award supervisor.

For more information on the [AMEB Award](#), please visit ameb.edu.au/award, or contact AMEB Ltd at 1300 725 709 or online@ameb.edu.au.

Thank you for taking on this important role in developing our performing arts community.