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The Institute for Performance and Learning

2017 Awards Overview and Guidelines

Showcasing the best the Institute has to offer!

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WHAT'S NEW?

There are four awards categories:
- Two categories within the competency framework: Designing Curricula and Designing Learning Experiences
- Two new award categories: Applied Innovation and Learner Impact

There are two levels of recognition for most categories:
1. **Standard of Achievement**
2. **Award of Excellence**

The Learner Impact **Award of Excellence** award is voted on by the membership

2017 AWARDS OF EXCELLENCE: PROGRAM OVERVIEW

4 AWARD CATEGORIES

There are 4 awards categories:

1. **Designing Curricula** focuses on larger, long range training programs.
2. **Designing Learning Experiences** focuses on specific learning interventions.
3. **Applied Innovation** focuses on the use of hard and soft technologies to improve learning and performance or learning design (see FAQs for further explanation).
4. **Learner Impact** focuses on rich effective engagements that go beyond gaining the learner's attention.

2 LEVELS OF RECOGNITION
Most categories have two levels of recognition

- **RECOGNITION LEVEL 1: Standard of Achievement** for meeting the assessment criteria. The assessment criteria reflect key outputs from the *Competencies for Performance and Learning Professionals* for Designing Curricula and Designing Learning Experiences competencies.

- **RECOGNITION LEVEL 2: Award of Excellence** for exceeding the assessment criteria. The assessment criteria for Designing Curricula and Designing Learning Experiences focus on **identifying**, **articulating** and **demonstrating** how a methodology, theory, or practice exceeded the key outputs of the Designing Curricula or Designing Learning Experiences competencies.

- **Standard of Achievement** for meeting the assessment criteria for the Applied Innovation category. This category has only 1 award category.

- The Learner Impact category has 2 recognition levels: a **Standard of Achievement** for meeting the assessment criteria based on an engagement rubric; the **Award of Excellence** is voted on by the membership.

2017 I4PL Awards Program

	Competency Based		Competency Based		Innovation Focused	Engagement Focused	
	Designing Curricula		**Designing Learning Experiences**		**Applied Innovation**	**Learner Impact**	
Recognition Level	Standard of Achievement	Award of Excellence	Standard of Achievement	Award of Excellence	Standard of Achievement	Standard of Achievement	Award of Excellence
	Meets the Criteria	Exceeds the Criteria	Meets the Criteria	Exceeds the Criteria	Meets the Criteria	Meets the Criteria	Membership Vote
Evaluation Criteria	Competency Based Rubric	Competency Based Rubric	Competency Based Rubric	Competency Based Rubric	Learner/Design Innovation Based Rubric	Engagement Based Rubric	
Submission Requirements	Self Assessed Rubric 1-2 page Abstract 2 Supporting Documents		Self Assessed Rubric 1-2 page Abstract 2 Supporting Documents		Self Assessed Rubric 2 Supporting Documents	Self Assessed Rubric 2 Supporting Documents Video of Learning Experience	
Cost	$350		$350		$350	$350	

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A single submission may include 1-4 award types. Each award type will be reviewed separately. There is a $350 fee for each award type you submit for.

SUBMISSION QUALIFICATION & FEEDBACK: 2 PHASES

PHASE 1: SUBMISSION QUALIFICATION: All submissions are reviewed by a panel of judges against a Submission Qualification Rubric before being considered for an award. If the submission does not move forward to Phase 2 (Award Consideration), applicants are notified and key outputs 'met' and 'not met' are identified by the judges. *Table 1 outlines the submission requirements for consideration of an award.*

NOTE: Submission fee is non-refundable at this phase

PHASE 2: AWARD CONSIDERATION: Judges review each submission in Phase 2 using

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rubrics specific to each of the 4 award categories. Judges assign a recognition level.

In the case of the Learner Impact Award, judges create a shortlist from the **Standard of Achievement** winners. The **Award of Excellence** is then voted on by the membership.

All submissions in Phase 2 receive constructive feedback that reflect the submission's strengths and opportunities.

TABLE 1: Submission Qualification Requirements:

Submission Qualification Requirements	Reasons for Submission Disqualification
Documentation ● Artifacts/evidence accurately documented ● Submission well written; edited for brevity (content and supporting docs)	● Insufficient evidence to support assessment criteria ● Evidence difficult to locate and/or too much data provided, making it difficult to review ● Not well written/edited specifically for awards judges
Alignment with Award Type ● Submission provides compelling arguments /supporting documentation for one or more of the categories	● Judges unable to connect the award criteria with the submission details

Professional Presentation & Standard of Practice
 	
● Submission is of high quality
● The focus (not the submission itself) reflects a standard of excellence within the P&L community
	● Supporting documentation do not reflect a professional standard for:
	  ○ Design and development
	  ○ Visual appeal and aesthetics
	● Highlighting projects that are new/special to the submitting organization, but considered general practice in the industry

Contribution to Industry ● Winning submissions must be willing to share project details with the I4PL membership in a 30-minute webinar.	● Submissions is restricted to sharing due to intellectual property (IP) or trade secrets

AWARDS PROCESS TIMELINES – KEY DATES

2017 I4PL Awards Process

1 **Call for Submissions**
May 26th – July 31st (9 weeks)
• Information and Application via online portal.

3 **Award Consideration**
August 7th–September 4th (4 weeks)
• Qualified submissions are reviewed and evaluated.

5 **Award Ceremony**
November 6th
• Award winners are announced during awards ceremony.

| 1. Call for Submissions | 2. Submission Qualification | 3. Award Consideration | 4. Award Notifications | 5. Awards Ceremony |

2 **Submission Qualification**
August 1st – August 6th (1 week)
• Submissions are vetted for completeness, brevity and professionalism.
• All submissions will be notified of submission status.

4 **Award Notification**
Week of September 11th
• Submissions will be notified of award status.
• Winners start to prepare "promotional video"

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The following table is a list of key dates in the awards process.

May 26th	Submission window opens
July 31st	Submission window closes
August 1st – August 6th	Submission Qualification occurs (see phase 1 above)
August 7th – September 4th	Awards consideration occurs (see phase 2 above)
August 1st - August 31st	I4PL Members vote online for Impact Award
Week of September 7th	Award Notifications occur - All qualified submissions will receive of award status with specific feedback from the judges
Week of September 18th	Award winner's webinar to discuss awards ceremony and celebration
November 6th	Awards ceremony to announce award winners for all categories

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GETTING STARTED – FAQs

What is the first step to submit?	Prior to complying with the Submission package, complete the online registration and payment process. Registration and Payment Link Use this link to register and pay for your awards submission. Once registration and payment is completed, **you will receive an email with your submission code and link to the Awards Portal Page**. Note: You must decide which awards you are submitting for (award category and recognition level) before you complete the registration and payment.
How many submissions can an individual or organization submit for?	There is no limit to the number of submissions an individual or organization can submit for. Each submission is reviewed separately based on its own submission package.
How many categories can I submit to?	There is no limit to the number of categories a project can be submitted. Each category is reviewed separately based on its own assessment rubric. There is a $350.00 non-refundable submission fee for **each** category submission. Note: You must decide which awards you are submitting for (award category and recognition level) **before** you complete the registration and payment.
What is the awards submission deadline?	Complete the online submission by July 31st , 2017 – include uploading all supporting documents. NOTE: Only online submissions are accepted. Once registration and payment is completed, you will receive an email with your submission code and link to the Awards Portal Page.
How do I prepare my submission?	To prepare a submission: - Read this document (Awards Overview and Guidelines) - Prepare payment authorization and payment method/details - Access the required forms and review submission requirements (Submission Workbook) - Organize documents - Draft a submission abstract - If a video is required, begin that process - Use the Steps summary below or in the Submission Workbook as a checklist Note: registration and payment must be completed before you can submit documents

What do I submit?	1. Complete online Submission form
	2. Self-assessment rubric (for each category)
	3. Supporting documents (maximum 2)
	4. Video (3-5 mins if submitting the **Learning Impact Award** category)
	5. Award of Excellence abstract and supporting documents for Competency based categories.
	
	NOTE: for a complete list of submission documents, refer to the Submission Workbook
	NOTE: Before submitting, complete the [registration and payment](#) process
	
	Submissions must be edited/curated for brevity. Historically, submissions included large volumes of content/documentation for judges to sort through. Consider the following when preparing the submission:
	  o eLearning: only 1-2 modules are necessary, full course pack is not required
	  o Project related items should be included
	  o Do not include job descriptions used as prerequisites for the courses. To capture reference to job descriptions, explain in the analysis
	  o Use the category write-up to share the technical aspects of the submission
	  o Use the submission overview to share the high-level ideas worth celebrating in the submission
	
	Submissions should target industry professionals as the audience. This includes front-line practitioners who manage, plan, design and advocate within workplace performance and learning.
	
	Projects representative of an **Award of Excellence**:
	  ▪ exceed industry current practices
	  ▪ showcase higher level of evidence
	  ▪ Align tools and resources to support transfer of learning. While reaction surveys and anecdotal evidence is necessary, focus is on the plan and implementation of transfer level and impact level; how it supports business results
	  ▪ Map how learning objectives support organizational goals and performance outcomes
	
	Each category should not exceed a judge's review time of 2-3 hours. Refer to Table 1 as a guide to ensuring submission requirements are adhered to and review time does not exceed 3 hours.
	
	 Select the best module/documents to demonstrate meeting and/or exceeding the assessment criteria.

How do I submit?	Once registration and payment is completed, you will receive an email with your submission code and link to the Awards Portal Page.

	NOTE: submissions sent by email or fax will not be accepted
What is the submission fee?	A body of work can be submitted for as many categories, however, each category will be reviewed separately. There is a $350.00 non-refundable submission fee for **each** category. The fees are per category, **not** per recognition level. Visit this link to complete the online registration and payment process.

AWARDS PROGRAM DETAILS: FAQs

What is a self-assessment rubric?	Self-assessment rubrics are designed to support submitters in moving beyond Phase 1 of the Submission Qualification process. It provides insight into what the judges are looking for in meeting and/or exceeding the assessment criteria. All categories include a self-assessed rubric. Each must be completed and submitted with the submission package. If submitting the same project for several categories, separate self-assessed rubrics are required as each rubric is category-specific.
What are the key outputs assessment criteria?	The assessment criteria for Designing Curricula and Designing Learning Experiences reflect key outputs from the *Competencies for Performance and Learning Professionals* for the respective competencies.
Where can I get information on the competencies?	The *Competencies for Performance and Learning Professionals* can be viewed or purchased from the I4PL website. Access the digital copy of the Competencies through the Member Centre (complimentary benefit of membership) or purchase a print copy.
What are the video requirements?	There are two types of videos which may be required. If submitting for the **Learner Impact Award**, a 3-5 minute video demonstrating the rich learning experience is required. Winners of the **Award for Excellence** are required to provide a promotional video for the November 6th Awards Ceremony. All submissions can be strengthened by proving this video with the submission package.
Who are the judges?	The I4LP includes a judging committee of CTDP certified and experienced judges and a committee chair. Each year a judging panel is formed by members of the committee and additional judges are recruited from the membership through a screening and selection process.
Which award will the membership vote on?	The **Award of Excellence** for the **Learner Impact** category is voted on by the membership, after the Awards Committee prepares a shortlist of winners from the **Standard of Achievement** recipients from the same Learner Impact category.
What are hard and soft technologies?	Heinich, Molenda, Russell, and Smaldino (1999) explain the difference between hard technology and soft technology used in instruction:

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	• Hard technology is "the hardware, such as television, computers, and satellites, used as tools to provide instruction" (p. 405). • Soft technology is "techniques and methods that form psychological and social frameworks for learning, as opposed to the hardware used to deliver instruction" (p. 409). Heinich, R., M. Molenda, J. Russell, and S. Smaldino (1999). Instructional Media and Technologies for Learning (6th ed.). Upper Saddle River, NJ: Prentice Hall.

WINNING & RECOGNITION - FAQs

If I receive the Standard of Achievement, what do I commit to?	There is nothing further required of the **Standard of Achievement** recipients.
If I receive the Award of Excellence, what do I commit to?	All winners of an **Award of Excellence** agree to: □ Allow the I4PL to publish the Submission Overview as an article in its digital and print communication and marketing □ Create a 2 to 3-minute video that celebrates the submission. This focus should be on the learning experience and/or the development team. Timelines, statistics and metrics should not be the focus of the video. The video will be used during the Awards Ceremony, on the I4PL website, and in communication/marketing. Fifty-percent of the video should focus on people (for example: the learner experience, performance outcomes, or development team and why they are proud). □ Participate or lead a 30-minute webinar to share (walkthrough) the submission outputs with the I4PL community. □ Being present at the Awards Ceremony.
What does a submission qualify to win?	Most categories include two levels of recognition: a **Standard of Achievement** and an **Award of Excellence**. The **Standard of Achievement** award recipient receives: ● A certificate specific to the category ● A logo specific to the category ● Mention on the I4PL website ● Inclusion in the 2017 Awards Ceremony programme ● Permission to use the category-specific award logo on the winning submission's documentation ● Permission to use the category-specific award logo in corporate branding ● Feedback from the judging panel An Award of Excellence award recipient receives: ● A trophy specific to the category ● A logo specific to the category ● Mention on the I4PL website ● Inclusion in the 2017 Awards Ceremony celebration

	- Inclusion in the 2017 Awards Ceremony programme - Permission to use the category-specific award logo on the winning submission's documentation - Permission to use the category-specific award logo in corporate branding - Feedback from the judging panel **NOTE:** Recipients of an **Award of Excellence** award are required to prepare a video for the Awards Ceremony and participate in a webinar to share highlights of the project submission.

SUBMISSION UPLOAD & TECHNICAL: FAQs

What happens if my document is too large to upload?	Surveymonkey only allows documents under 16MB. If document is larger, it should be uploaded on a web accessible location (cloud, FTP, etc.).
Where can I get additional information?	Contact I4PL at awards@performanceandlearning.ca

CHANGE LOG

Version	Changes	Date
1.0	Initial Publication	May 26th, 2017
1.1	Number of supporting documents allowed has been reduced from 3 files to 2 files to comply with SurveyMonkey constraints.	June 3rd, 2017
1.2	Modified dates to reflect 1 month extension in submission window	June 28, 2017