



**THE INSTITUTE**  
FOR PERFORMANCE  
AND LEARNING

# The Institute for Performance and Learning

**2017 Awards Submission  
Workbook**

V.1.2

*Showcasing the Best the Institute Has to Offer!*

The awards are an opportunity for you to showcase the best you have to offer! We encourage all members to participate in the awards.

## TIPS ON HOW TO USE THIS WORKBOOK

- First, review the [2017 I4PL Awards Overview and Guidelines](#)
- Use this workbook to help you organize and draft your submission
- Once you are organized, register and pay the awards fee using this [link](#)
- Upon registration and payment, you will receive a confirmation email with a link to the Awards Portal
- Complete the official submission forms from the Awards Portal and upload them

## KEY REMINDERS ABOUT THE 2017 AWARDS PROGRAM

- There are four awards categories
- In most cases, there are two recognition levels
- Some categories require two documents (a self assessed rubric and an award of excellence abstract), depending on the recognition levels for Designing Curricula and Designing Learning Experiences categories.
- Submissions can only be submitted using the Awards Portal
- Fees are charged per category – not per recognition level
- If you submit the same work for several categories, the specific rubric for each category must be completed
- You must be a recipient of a Standard of Achievement award to be considered for an Award of Excellence in the Designing Curricula and Designing Learning Experiences categories
- Before you complete this form, ensure you register and pay the submission fee

[Link for award registration, fee payment, and Schedule](#)

## 2017 SUBMISSION STEPS

**STEP 1:** Read the 2017 I4PL Awards Overview and Guidelines

**STEP 2:** Register submission and make your online payment @ [Awards2017](#)

**STEP 3:** Draft the Submission Application including:

- 3.1. Declaration Section
- 3.2. Identification Section
- 3.3. Recognition Level and Award Category Section

**Note:** *These sections will be completed online via the Awards Portal. The section details have been re-created in this workbook so that you may draft your response.*

**STEP 4:** Prepare supporting documents

**STEP 5:** Complete the self-assessment rubric

If submitting for an Award of Excellence for the Designing Curricula and/or Designing Learning Experiences categories go to Step 7 – if submitting for the Standard of Achievement award only, then go to Step 6

If submitting for the Learner Impact category, go to Step 9

If submitting for the Applied Innovation category, go to Step 6

**Step 6:** Submit Step 3, Step 4 and Step 5 to online portal

**Step 7:** Write an additional abstract if submitting for the Awards of Excellence for the Designing Curricula and/or Designing Learning Experiences categories

**Step 8:** Prepare additional supporting documents if submitting for the Awards of Excellence for the Designing Curricula and/or Designing Learning Experiences categories – then go to Step 10





**Step 9:** Prepare video if submitting for the Learner Impact award then go to Step 11

**Step 10:** Submit Step 3, Step 4, Step 5, Step 7, and Step 8 to online portal

**Step 11:** Submit Step 3, Step 4, Step 5, Step 9 to online portal

## 2017 I4PL Awards Submission Checklist (v.1.1)

- Register submission and pay fee
- Retrieve submission code from confirmation email \_\_\_\_\_
- Draft Declaration and Identification Section responses for online form
- Select Categories for Submission

Competency Based	Competency Based	Innovation Focused	Engagement Focused
 <b>Designing Curricula</b>	 <b>Designing Learning</b>	 <b>Applied Innovation</b>	 <b>Learner Impact</b>
<p>If applying for Designing Curricula you must</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Complete Self Assessed Rubric Form</li> </ul> <p>Also, provide up to 2 documents to support self assessed rubric</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> </ul>	<p>If applying for DLE you must</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Complete Self Assessed Rubric Form</li> </ul> <p>Also, provide up to 2 documents to support self assessed rubric</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> </ul>	<p>If applying for Applied Innovation you must</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Complete Self Assessed Rubric Form</li> </ul> <p>Also, provide up to 2 documents to support self assessed rubric</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> </ul>	<p>If applying for Learner Impact you must</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Complete Self Assessed Rubric Form</li> </ul> <p>Also, provide up to 2 documents to support self assessed rubric</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> </ul>
<p>Optional:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Write Award of Excellence Abstract</li> </ul> <p>Provide up to 2 documents to support abstract</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> </ul>	<p>Optional:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Write Award of Excellence Abstract</li> </ul> <p>Provide up to 2 documents to support abstract</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> </ul>		<p>Also, provide a 3-5 minute video showing the experience and learner impact testimonials</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> _____</li> </ul> <p>Optional, Provide Links for I4PL members to experience training content.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> _____</li> </ul>

- Upload Submission Summary providing an overview of entire project
- Optional: Upload promotional video for submission

## 2017 SUBMISSION REGISTRATION & PAYMENT

We will be using the existing Institute portal and payment system to collect registration and payment information.

### Instructions:

1. Go to <http://www.performanceandlearning.ca/awards2017> to register and pay your submission
  - 1.1. For payment purposes, you must declare which of the four categories the submission is applying for.
2. Once registered, you will receive a confirmation email with a submission code and link to the Awards Portal
3. Save your submission code for future reference. Submission code \_\_\_\_\_

## 2017 Declaration Section – (part of digital form)

### Instructions:

The declaration form is accessed through the Awards Portal link, the link can be found on your Registration and Payment confirmation email. The information in this Workbook is provided for you and your organization to review and approve prior to uploading the Declaration Form.

1. Review the following information to ensure you (on behalf of your organization) agree to the terms
2. Write a draft of the form
3. Complete the official Declaration Form on the Awards Portal

### Note:

- If you submit one project for several awards categories, then only one Declaration Form is required
- If you submit more than one project, then a Declaration Form is required for each project
- You cannot proceed without agreeing to all the terms and conditions.

I certify that...

I/we the undersigned have permission from all companies involved in this submission and I/we am authorized to submit materials for consideration for an Institute for Performance and Learning award.

I/we have read the requirements outlined in this Submission Application and the 2017 I4PL Awards Overview and Guidelines and declare all statements to be true.

I/we understand that all incomplete entries will be disqualified. Submission fee is payable before submission and are non-refundable whether or not an award is awarded.

I/we agree to have the contents of this submission shared with all individuals associated with I4PL Awards Committee.

I/we further agree that if an Award of Excellence is awarded, we will produce a video for the Awards Ceremony and prepare/facilitate a webinar on the winning submission.

I/we understand that a category-specific award logo can only be used on the winning submission's documentation.

Organization: Title: Name: Signature: _____ Date:	Organization: Title: Name: Signature _____ _____ Date:	Organization: Title: Name: Signature: _____ Date:
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**2017 IDENTIFICATION SECTION (part of digital form)**

**Instructions:**

The Identification Form is accessed through the Awards Portal link, the link can be found on your Registration and Payment confirmation email. The information in this Workbook is provided for you and your organization to review and draft responses.

**NOTE:** Details of this section will be used for the official name of the submission as well as the organizations and people involved.

1. Draft the details for this section

**NOTE:**

- If you submit one project for several awards categories, then only one Identification Form is required
- If you submit more than one project, then an Identification Form is required for each project

2. Write a draft of the form

3. Complete the official Identification Form on the Awards Portal

Complete and official name of your submission

How would you like the name of your submission called on I4PL marketing materials?

Name of Organization

Department Name

People and Organizations involved:		
Primary Contact Person for the Submission	Other People/Organizations	
Organization: Contact Name: Title: Email: Phone: Best Way to Contact:	Organization: Contact Name: Title: Email: Phone: Best Way to Contact:	Organization: Contact Name: Title: Email: Phone: Best Way to Contact:

## 2017 AWARD CATEGORY SELECTION SECTION *(part of digital form)*

The following information is provided for you and your organization to review and draft before visiting the Registration and Payment page.

### Instructions:

1. Select the award category you intend to apply for
2. Select the award recognition level you intend to apply for
3. The Identification section is part of the online form. You will enter these details with the complete submission package when you visit the submission portal.

**NOTE:** you can select more than one recognition level and more than 1 award category

**NOTE:** each award category is \$350 to apply for – fees are per award category **not per recognition level**

**NOTE:** fees must be paid **before** submitting your project, once you register and pay the applicable fee(s), you will receive a confirmation email with a link to the Awards Portal

√	Award Category	Recognition Level	
		Standard of Achievement √	Award of Excellence √
	Designing Curricula		
	Designing Learning Experiences		
	Applied Innovation	√	Not Applicable
	Learner Impact	√	Not Applicable

Once you have made your selection(s), make your payment. Use this Workbook to draft the Declaration Form, Identification Form, abstract(s), and rubrics, and determine which and how many supporting documents are required for the submission.



# DESIGNING CURRICULA

## Submission Section

## 2017 DESIGNING CURRICULA SUBMISSION SECTION

**Use this section to draft your submission if you are submitting in the Designing Curricula category.**

Designing curricula refers to the design of frameworks or overall structures for sets of interrelated learning experiences and materials to build competence for many groups of learners, over several months or years. An effective curriculum is more than a collection of courses. An effective curriculum is also more than the sum of its parts. For a better understanding of this competency, refer to the *Competencies for Performance and Learning Professionals*.

Examples of submissions in this award category could include, but not limited to, the following:

- Onboarding
- Leadership development

Assessment criteria for this awards category reflect the Key Outputs for the Designing Curricula competency - refer to the *Competencies for Performance and Learning Professionals* for additional information.

**There are two recognition levels for this awards category:**

**Recognition Level 1: Standard of Achievement for meeting the assessment criteria**

**Recognition Level 2: Award of Excellence for exceeding the assessment criteria**

You can elect to submit for Recognition Level 1 only or for Recognition Levels 1 and 2. The submission fee is based on the award category, not the recognition level. Each level has its own abstract and supporting documents requirements – be sure to complete all requirements if you are submitting for both recognition levels. Keep in mind that to be considered for a recognition level 2 award, your submission must score 32 or higher in the recognition level 1 assessment.

There is a Submission Qualification review, during this review, your submission is verified against the submission requirements: [Registration and Payment made](#); Recognition Level and Award Category selected; Declaration Form, Identification Form, Abstract(s), and Rubric completed; and supporting documents submitted. If any of these submission requirements are missing, the submission is disqualified.

## 2017 DESIGNING CURRICULA SUBMISSION REQUIREMENTS

The following documentation are required to submit for the Designing Curricula Category. Use this page of the Workbook as a checklist. Submit all the documents with the complete submission package when you visit the Awards Portal. The Awards Portal can only be accessed after the Registration and Payment process has been completed. The link to the Awards Portal will be provided in a Registration and Payment confirmation email.

### Recognition Level 1: Standard of Achievement

- A completed self-assessed [Designing Curricula rubric](#).

2 supporting documents, which are referenced within the rubric.

- \_\_\_\_\_
- \_\_\_\_\_

### Recognition Level 2: Award of Excellence (optional)

- All the requirements listed in Recognition Level 1
- A completed [Award for Excellence Abstract](#).

2 supporting documents - these are in addition to the 2 supporting documents from Recognition Level 1

- \_\_\_\_\_
- \_\_\_\_\_

**DESIGNING LEARNING  
EXPERIENCES  
Submission Section**

## 2017 DESIGNING LEARNING EXPERIENCES SUBMISSION SECTION

### Use this section to draft your submission if you are submitting in the Designing Learning Experiences category

According to the *Competencies for Performance and Learning Professionals*, Designing Learning Experiences refers to specific learning experiences (such as a video, an eLearning course, or a virtual or face-to-face workshop) that develop performance with a well-defined audience over a brief period of time (such as minutes, hours, or days).

Examples of submissions in this award category could include, but not limited to, the following:

- An eLearning course on maintaining a respectful workplace
- An instructor-led training session on operating a crane

Assessment criteria for this awards category reflects Key Outputs for the Designing Learning Experiences competency - refer to the *Competencies for Performance and Learning Professionals* for additional information.

There are **two recognition levels for this awards category**:

**Recognition Level 1: Standard of Achievement for meeting the assessment criteria**

**Recognition Level 2: Award of Excellence for exceeding the assessment criteria**

You can elect to submit for Recognition Level 1 only or for Recognition Levels 1 and 2. The submission fee is based on the award category, not the recognition level. Each level has its own abstract and supporting documents requirements – be sure to complete all requirements if you are submitting for both recognition levels. Keep in mind that to be considered for a recognition level 2 award, your submission must score 32 or higher in the recognition level 1 assessment.

There is a Submission Qualification review, during this review, your submission is verified against the submission requirements: [Registration and Payment made](#); Recognition Level and Award Category selected; Declaration Form, Identification Form, Abstract(s), and Rubric completed; and supporting documents submitted. If any of these submission requirements are missing, the submission is disqualified.

## 2017 DESIGNING LEARNING EXPERIENCES SUBMISSION REQUIREMENTS

The following documentation are required to submit for the Designing Learning Experiences category. Use this page of the Workbook as a checklist. Submit all the documents with the complete submission package when you visit the Awards Portal. The Awards Portal can only be accessed after the Registration and Payment process has been completed. The link to the Awards Portal will be provided in a Registration and Payment confirmation email.

### Recognition Level 1: Standard of Achievement

- A completed self-assessed [Designing Learning Experiences rubric](#).

2 supporting documents, which are referenced within the rubric.

- \_\_\_\_\_
- \_\_\_\_\_

### Recognition Level 2: Award of Excellence (optional)

- All the requirements listed in Recognition Level 1
- A completed [Award for Excellence Abstract](#).

2 supporting documents - these are in addition to the 2 supporting documents from Recognition Level 1

- \_\_\_\_\_
- \_\_\_\_\_

# APPLIED INNOVATION Submission Section

## 2017 APPLIED INNOVATION SUBMISSION SECTION

### Use this section as a draft if you are submitting in the Applied Innovation category

There is the need to recognize innovation (large and small) that falls outside the competency framework. These innovations include hard and soft technologies that disrupt the way we work, learn and perform. By sharing these innovations, they improve the I4PL and the work it does.

Types of submissions in this category include:

- Authoring tools for training design and development
- Applying system thinking to your Needs assessment
- Using AI/Chatbots for engaging learning when they want the training (pull technology)

**There is only one level of recognition for this awards category:**

#### **Recognition Level 1: Standard of Achievement**

There is a Submission Qualification review, during this review, your submission is verified against the submission requirements: [Registration and Payment made](#); Recognition Level and Award Category selected; Declaration Form, Identification Form, Abstract(s), and Rubric completed; and supporting documents submitted. If any of these submission requirements are missing, the submission is disqualified.



## 2017 APPLIED INNOVATION SUBMISSION REQUIREMENTS

The following documentation are required to submit for the Applied Innovation category. Use this page of the Workbook as a checklist. Submit all the documents with the complete submission package when you visit the Awards Portal. The Awards Portal can only be accessed after the Registration and Payment process has been completed. The link to the Awards Portal will be provided in a Registration and Payment confirmation email.

### Recognition Level 1: Standard of Achievement

- A completed self-assessed [Applied Innovation Rubric](#).

2 supporting documents, which were referenced within the rubric.

- \_\_\_\_\_
- \_\_\_\_\_

# LEARNER IMPACT Submission Section

## 2017 Learner Impact Award Submission Section

**Use this section as a draft if you are submitting in the Impact Award category**

The Learner Impact award focuses on remarkable performance and learning products and experiences - for the learner. We are looking for high levels of engagement and WOW! factor.

Types of submissions in this category include:

- Rich eLearning experiences
- Real life scenarios
- Advanced simulators

There are two recognition levels for this awards category:

**Recognition Level 1: Standard of Achievement**

**Recognition Level 2: Award of Excellence**

For the Learner Impact Award category you submit for Level 1 and 2 together. The submission fee is based on the category, not the levels. The Level one review has its own rubric, and video requirements. Submissions which receive the Level 1 – **Standard of Achievement** will be automatically considered for the Level 2 – **Award of Excellence**.

The Learner Impact **Award for Excellence** is voted on by the I4PL membership within the Institute for Performance and Learning's Member Portal.

There is a Submission Qualification review, during this review, your submission is verified against the submission requirements: [Registration and Payment made](#); Recognition Level and Award Category selected; Declaration Form, Identification Form, Abstract(s), and Rubric completed; and supporting documents submitted. If any of these submission requirements are missing, the submission is disqualified.

## 2017 LEARNER IMPACT AWARD SUBMISSION REQUIREMENTS

The following documentation is required to submit for the Learner Impact category. Use this page of the Workbook as a checklist. Submit all the documents online with the complete submission package when you visit the Awards Portal. The Awards Portal can only be accessed after the [Registration and Payment](#) process has been completed. The link to the Awards Portal will be provided in a Registration and Payment confirmation email.

### Recognition Level 1: Standard of Achievement

- A completed self-assessed [Impact Award Rubric](#).
- A 3-5minute video showing the experience and learner impact testimonials. Actual footage of training content and learner engagement is required.

2 supporting documents which were referenced within the rubric.

- \_\_\_\_\_
- \_\_\_\_\_

Optional: Provide link(s) for I4PL members to experience/review training content.

- \_\_\_\_\_

### Recognition Level 2: Award for Excellence

The Impact Award for excellence will be voted on by the I4PL membership. There is no additional documentation required to apply for this recognition level.

## SUBMISSION SUMMARY SECTION

**Use this Workbook section only once, regardless of how many categories you submit for.**

The submission summary will provide a high-level business overview for the submission project.

This summary will be used by the I4PL to showcase the submission via digital and print media.

### **Instructions:**

1. Write a submission summary (up to 1500 words, no template required).
2. Submit the completed summary with the complete submission package when you visit the submission portal

### **Consider the following questions when writing your submission summary:**

- Why should we celebrate this submission?
- What problem or business need were you solving for?
- What aspects of your submission demonstrate performance and learning innovation, creativity, or originality?
- What methods, tools or resources did you use to develop a superior quality learning experience through this project?
- What was the impact of your submission on individuals, the organization and/or external audiences?
  - How was impact measured?
  - What is your plan to sustain and expand the impact?
- How successful was the submission in resolving the original problem or business need?
  - How was success measured?
  - What is your plan to sustain or expand this success?

## SUBMIT PROMOTIONAL VIDEO

Winning submissions are required to provide a 1-2 minute video that celebrate the submission (in November). ***ALL submissions are invited to provide the video now to provide further clarity and strengthen their submission.***

This video should focus on the learning experience and/or the development team. Timelines, stats and metrics should not be the focus of the video. Video will be used during the ceremony and on I4PL website and communication.

Note, this promotional video is not the same video required for the Impact award. Where the Impact video focuses on demonstrating the learning engagement, this video focuses on the design and development of the project.

Link to promotional video: \_\_\_\_\_

[www.performanceandlearning.ca/awards](http://www.performanceandlearning.ca/awards)

[awards@performanceandlearning.ca](mailto:awards@performanceandlearning.ca)

**CHANGE LOG**

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