



THE INSTITUTE
FOR PERFORMANCE
AND LEARNING

Institute for Performance and Learning

2019 Awards Submission Workbook

Showcasing the best of the Institute!

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

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Submission Steps

- Step 1: Read the I4PL Awards 2019 Overview and Guidelines
- Step 2: Go to the Awards Application page (under the Awards tab) and select the Awards category for which you wish to enter a submission.
- Step 3: Create a user ID and login. Enter a name for your Awards Submission between 25 and 150 words, e.g., Company X 2019 New System Training
- Step 4: Review the online form you will use to enter the reference section and page number from the PDF document you will be submitting. These will reference where you have demonstrated the key outputs in your work. You will also use the online form to score your own fulfillment of these key outputs.
- Step 5: Prepare supporting documents – you may submit one (1) PDF document that may contain various sections and the pages should be numbered consecutively throughout. These sections will include the following (please see detailed descriptions on pages 4 and following of this book):
- Declaration Section (p. 5)
 - Identification Section (p. 6)
 - All submissions require a submission summary (pg. 15)
 - *Abstract (*only if submitting for **Award of Excellence** for Designing Curricula or Designing Learning Experiences – see p. 16)
 - *Video (*only if submitting for the **Learner Impact** Award - see p. 18) The video is submitted through wetransfer, not through the Awards portal)
- Step 6: Finalize your online submission – make sure the form is fully completed and your PDF document is ready to upload. Submit final version and, with the reference number assigned to your submission, make your payment under the [Events tab – August 16 Awards Payment](#).

Some key points on the 2019 I4PL Awards to keep in mind

- There are four awards categories
- For Designing Curricula and Designing Learning Experiences, there are two recognition levels (Standard of Excellence and Award of Excellence)
- Make sure you have completed all requirements for the award category and recognition level you have chosen
- Submissions can only be submitted using the Awards Portal
- Fees are charged for each separate category entry
- If you submit the same work for several categories, the specific rubric for each category must be completed
- You must meet the minimum score to be considered for a Standard of Achievement award. For the Award of Excellence, you must meet the minimum score AND submit the additional required abstract or video, as the case may be.

Submissions Checklist

When you are ready to submit, you will have determined all the pages you need to enter in the online form and the scores you wish to assign, in order to demonstrate the key outputs and assessment criteria. You will have created one PDF file, with consecutively numbered pages, that will include:

1. The Submission Summary
2. The signed Declaration
3. The Identification, including identification of award category and recognition level
4. Supporting documents – these are documents that give information about your project; usually two documents are sufficient. Please give the documents titles or numbers (e.g., *Supporting Document 1*) to help identify them.
5. If applying for Award of Excellence, must also include an Abstract as part of the PDF file.
6. If applying for the Learner Impact Award of Excellence, include Video instead of Abstract and submit using wetransfer (see page 19).

Use this checklist to help you prepare your Awards submission

Competency Based	Competency Based	Innovation Focused	Engagement Focused
 Designing Curricula	 Designing Learning Experiences	 Applied Innovation	 Learner Impact
<p>To be considered for the Standard of Achievement in Designing Curricula you must:</p> <p><input type="checkbox"/> Complete Online Form</p> <p>Also, provide up to 2 documents to support online form</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>	<p>To be considered for the Standard of Achievement in DLE you must:</p> <p><input type="checkbox"/> Complete Online Form</p> <p>Also, provide up to 2 documents to support online form</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>	<p>To be considered for the Award of Excellence in Applied Innovation you must:</p> <p><input type="checkbox"/> Complete Online Form</p> <p>Also, provide up to 2 documents to support online form</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>	<p>If applying for Learner Impact you must</p> <p><input type="checkbox"/> Complete Online Form</p> <p>Also, provide up to 2 documents to support online form</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>
<p>To be considered for the Award of Excellence in Designing Curricula you must also:</p> <p><input type="checkbox"/> Write Award of Excellence Abstract</p> <p>Provide up to 2 documents to support abstract (include all in PDF file uploaded)</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>	<p>To be considered for the Award of Excellence in DLE you must also:</p> <p><input type="checkbox"/> Write Award of Excellence Abstract</p> <p>Provide up to 2 documents to support abstract (include all in PDF file uploaded)</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>		<p>Also, provide a 3-5 minute video showing the experience and learner impact testimonials (submit using wetransfer)</p> <p><input type="checkbox"/> _____</p> <p>Optional, Provide Links for I4PL members to experience training content.</p> <p><input type="checkbox"/> _____</p>

Declaration

- 1 Review the following information to ensure you (on behalf of your organization) are aware of the terms.
- 2 Complete the official Declaration Form and include it in the PDF file you will upload through the Awards Portal.
- 3 If you submit one project for several awards categories, then only one Declaration Form is required.
- 4 If you submit more than one project, then a Declaration Form is required for each project.
- 5 You must agree 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 2019 I4PL Awards Overview and Guidelines and declare all statements to be true.

I/we understand that all incomplete entries will be disqualified. The submission fee is 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 participate in 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.

Complete as many as necessary for all those submitting:

Organization: Title: Name: Signature: _____ Date:	Organization: Title: Name: Signature _____ Date:
Organization: Title: Name: Signature: _____ Date:	Organization: Title: Name: Signature: _____ Date:

Identification

- 1 Draft the details for this section
- 2 Write a draft of the form
- 3 Complete the official Identification Form on the Awards Portal
- 4 Details of this section will be used for the official name of the submission as well as the organizations and people involved
- 5 If you submit one project for several awards categories, then only one Identification Form is required
- 6 If you submit more than one project, then an Identification Form is required for each project

Identification of Submission	
Name of your submission as you would like it identified on I4PL marketing materials	
Award Category (e.g., Designing Curricula, Designing Learning Experiences, Learner Impact, Innovation)	
Recognition Level (e.g., Standard of Achievement or Award of Excellence or both)	
Name of Organization	
Department Name	
Contacts: if submitting more than one project the primary contact for each project may be a different person.	
Primary contact	Secondary contact
Organization: Contact Name: Title: Email: Phone: Best way to contact:	Organization: Contact Name: Title: Email: Phone: Best way to contact:

Designing Curricula Award

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: online form completed, payment made; Declaration Form, Identification Form with category and recognition level, Summary, Abstract if required, and relevant supporting documents submitted. If any of these submission requirements are missing, the submission is disqualified.

2019 Designing Curricula Submission Requirements

The following documentation is required to submit in the Designing Curricula Category. Use this page of the Workbook as a checklist.

Recognition Level 1: Standard of Achievement

- Complete the online form for the Designing Curricula category.

2 supporting documents, which are referenced within the online form by including section / page numbers to provide evidence of the key outputs and criteria. These documents should be attached to the Declaration, Identification and Summary documents and submitted as part of the PDF file uploaded.

- _____
- _____

Recognition Level 2: Award of Excellence (optional)

- All the requirements listed in Recognition Level 1
- A completed Award of Excellence Abstract.

2 supporting documents - these are in addition to the 2 supporting documents from Recognition Level 1 and support the information provided in Abstract Table 1.1 and Table 1.2.

- _____
- _____

Designing Learning Experiences Award

Use this section 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: online form completed, payment made, Declaration Form, Identification Form including category and recognition level, Summary, Abstract if required, and relevant supporting documents submitted. If any of these submission requirements are missing, the submission is disqualified

2019 Designing Learning Experiences Submission Requirements

The following documentation is required to submit in the Designing Curricula Category. Use this page of the Workbook as a checklist.

Recognition Level 1: Standard of Achievement

- Complete the online form for the Designing Learning Experiences category.

2 supporting documents, which are referenced within the online form by including section / page numbers to provide evidence of the key outputs and criteria. These documents should be attached to the Declaration, Identification and Summary documents and submitted as part of the PDF file uploaded.

- _____
- _____

Recognition Level 2: Award of Excellence (optional)

- All the requirements listed in Recognition Level 1
- A completed Award of Excellence Abstract.

2 supporting documents - these are in addition to the 2 supporting documents from Recognition Level 1 and support the information provided in Abstract Table 1.1 and Table 1.2.

- _____
- _____

Applied Innovation Award

Use this section 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 improve 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 2: Award of Excellence

There is a Submission Qualification review. During this review, your submission is verified against the submission requirements: online form completed, payment made, Declaration Form, Identification Form including category and recognition level, Summary, Abstract if required, and relevant supporting documents submitted. If any of these submission requirements are missing, the submission is disqualified.

2019 Applied Innovation Submission Requirements

The following documentation is required to submit for the Applied Innovation category. Use this page of the Workbook as a checklist.

Recognition Level 2: Award of Excellence

- A completed Applied Innovation online form.

2 supporting documents that support the information provided in the online form.

- _____
- _____

Learner Impact Award

Use this section if you are submitting in the Learner 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 the WOW! factor.

Types of submissions in this category include:

- Rich eLearning experiences
- Real life scenarios
- Advanced simulators

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

Recognition Level 2: Award of Excellence

The **Learner Impact Award of Excellence** is voted on by the I4PL membership from a short list selected by the judges.

There is a Submission Qualification review. During this review, your submission is verified against the submission requirements: online form completed and payment made; Declaration form, Identification form including the category and recognition level; video and supporting documents submitted. If any of these submission requirements are missing, the submission is disqualified.

2019 Learner Impact Award Submission Requirements

The following documentation are required to submit for the Learner Impact category. Use this page of the Workbook as a checklist.

Recognition Level 2: Award of Excellence

- A completed Learner Impact online form.
- A 3-5 minute 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 online form.

- _____
- _____

Optional: Provide link(s) for I4PL members to experience/review training content. Include these links within the supporting document.

- _____

The Learner Impact Award of Excellence will be voted on by the I4PL membership.

Submission Summary

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:

2. Write a submission summary (up to 1500 words, open ended, no format required).
3. Submit the completed summary through the Awards portal as part of your PDF digital file.

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?

Abstract

Table 1.1 Assessment category

Table 1.1 sets out the assessment categories and asks the applicant to articulate and demonstrate why the project was excellent. Table 1.2 the assessment criteria that would make the submission meet the competencies for an Award of Excellence and some examples of what they might look like.

<p>1. Categorize Select one Assessment Category (see Table 1.2 for assessment criteria and examples)</p>	<table border="1"> <tbody> <tr> <td data-bbox="683 520 764 583"></td> <td data-bbox="764 520 1386 583">Transfer of Learning</td> </tr> <tr> <td data-bbox="683 583 764 646"></td> <td data-bbox="764 583 1386 646">Effect / Impact</td> </tr> <tr> <td data-bbox="683 646 764 743"></td> <td data-bbox="764 646 1386 743">Alignment of Individual and Organizational Needs</td> </tr> <tr> <td data-bbox="683 743 764 806"></td> <td data-bbox="764 743 1386 806">Partnering with Clients</td> </tr> <tr> <td data-bbox="683 806 764 869"></td> <td data-bbox="764 806 1386 869">Learner Engagement</td> </tr> </tbody> </table>		Transfer of Learning		Effect / Impact		Alignment of Individual and Organizational Needs		Partnering with Clients		Learner Engagement
	Transfer of Learning										
	Effect / Impact										
	Alignment of Individual and Organizational Needs										
	Partnering with Clients										
	Learner Engagement										
<p>2. Identify Provide the name of the methodology, theory, or practice that has allowed you to exceed the “Designing Learning Curricula” or “Designing Learning Experiences” competency.</p>											
<p>3. Articulate Describe how the methodology, theory, or practice links to the desired performance outcomes and organizational strategic goals.</p>											
<p>4. Demonstrate Through metrics and analysis, provide proof that the methodology, theory, or practice allowed you to exceed the “Designing Learning Curricula” or “Designing Learning Experiences” competency.</p>											

Table 1.2: Assessment Criteria and Examples

Table 1.2 provides the assessment criteria and some examples for each of the five categories – this is not an exhaustive list, and other examples will be considered, provided they are well documented and elevate the solution beyond the core “Designing Curricula” or “Designing Learning Experiences” competencies.

Category	Assessment Criteria	Possible Examples
Transfer of Learning	Enabled a higher rate or improvement of the transfer of learning / retention among participants (as compared to previous programs, or a target metric, etc.).	<ul style="list-style-type: none"> • Incorporating agile post-training reinforcement tools/materials • Leveraging social/collaborative tools (Yammer, Slack + Odie add on, ViewedIt, Wistia, etc.) to enable transfer/retention • Strategies/techniques/tools directly linked to reinforce learning (post-training) and minimize the Forgetting Curve
Effect / Impact	Evidence that the tool, methodology, theory or solution has had a significant impact to the organization (as compared to previous programs, or a target metric, etc.).	<ul style="list-style-type: none"> • Leveraging Action learning / solving real organizational problems using new knowledge/tools/skills gained through the learning intervention • Improving retention rates, absenteeism, productivity, etc. • Results inform practice and theory (for example, magazine/journal article, conference proceedings, etc.)
Alignment of individual and organizational needs	Evidence that the tool, methodology, theory or solution has aligned the learner’s needs with those of the organization.	<ul style="list-style-type: none"> • Providing individual career/growth opportunities while enabling current organizational results • Meeting learners “where they are” (for example, providing mobile learning, micro-learning, peer-to-peer learning, etc. that directly aligns with learners’ current work or learning habits) • Managing absences (attendee no show or failure to cancel registration)
Partnering with clients	Evidence that the tool, methodology, theory or solution has had a positive impact on client partnerships.	<ul style="list-style-type: none"> • Collaborating with clients in new ways to meet their needs/those of their learners, strengthening stakeholder relationships, etc. • Going beyond the learning intervention to provide added values/holistic solutions, etc. • Leveraging strengths assessment and development tools • Using Insight-Building Questions during analysis to impact performance outcomes
Learner Engagement	Evidence that the tool, methodology, theory or solution has enabled a higher rate of learner engagement (as compared to previous programs, a target or metric.	<ul style="list-style-type: none"> • Using tools/techniques to allow the learner to customize content or drive the learning experience • Incorporating Gamification to increase learner engagement/drive adoption or completion rates • Leveraging elements from the Periodic Table of Visualization to increase interaction/engagement

Video Submission

For the Learner Impact Award, applicants are requested to send a video for review by the judges in order to qualify for the member vote on the winning submission.

First, go to www.wetransfer.com and type in this email address:

lorianne@performanceandlearning.ca

Then, type in your own email address and the name and reference number of your awards submission. Attach the file using the + sign. Hit Transfer to send. See the image below for instructions.

How do I send files?

The image shows a mobile-style interface for WeTransfer. At the top is a blue circle with a white plus sign and the text 'Add your files'. Below this are three input fields: 'Their email address', 'Your email', and 'Message'. At the bottom left is a settings icon (three dots in a circle) and at the bottom right is a grey 'Transfer' button. Blue lines connect these elements to text on the right.

Just go to wetransfer.com

Click on the + sign and add the files you want to send.

Type in the email address of the person you're sending the files to.

Now type in your own email address.

Write a short message, if you want.

Then simply hit the transfer button and you're done.

It's simple, secure and free of charge. Told you it was easy.

Click on the option button to change the the way you send transfers or adjust your Plus settings.

Promotional Video

If your submission is selected as an award winner, you may be asked to provide a 1-2 minute video that celebrates the submission.

This video would focus on the learning experience and/or the development team. The video may be used during the online recognition event and for I4PL communications about the event.

Note: This promotional video is not the same video required for the Learner Impact award where the focus is on demonstrating the learning engagement. The Promotional Video focuses on the design and development of the project.