THE INSTITUTE
FOR PERFORMANCE
AND LEARNING

The Institute for Performance and Learning

2019 Awards Overview and Guidelines

Showcasing the best of the Institute!

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2019 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

The *Designing Curricula* and *Designing Learning Experience*s 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 the 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 exceed the key outputs of the Designing Curricula or Designing Learning Experiences competencies. For the Award of Excellence, the applicant must submit an *abstract* (see Appendix 1) as part of the PDF document, in addition to completing the online form.

The *Applied Innovation* category has only 1 level of recognition: the **Award of Excellence** for exceeding the assessment criteria for the Applied Innovation category.

The *Learner Impact* category has only 1 level of recognition: the **Award of Excellence.** This award is voted on by the membership.

2019 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	Award of Excellence	Award of Excellence
	Meets the Criteria	Exceeds the Criteria	Meets the Criteria	Exceeds the Criteria	Meets the Criteria	Meets the Criteria
Evaluation Criteria	Competency Based Rubric	Competency Based Rubric	Competency Based Rubric	Competency Based Rubric	Learner/Design Innovation Based Rubric	Engagement Based Rubric + Membership Vote
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: **The submission fee is non-refundable.**

PHASE 2: AWARDS JUDGING: In Phase 2, judges review each submission using the rubric for each respective award category. Judges assign a recognition level.

In the case of the *Learner Impact Award*, judges create a shortlist from the **Standard of Achievement** winners. The **Learner Impact Award of Excellence** is then voted on by the membership.
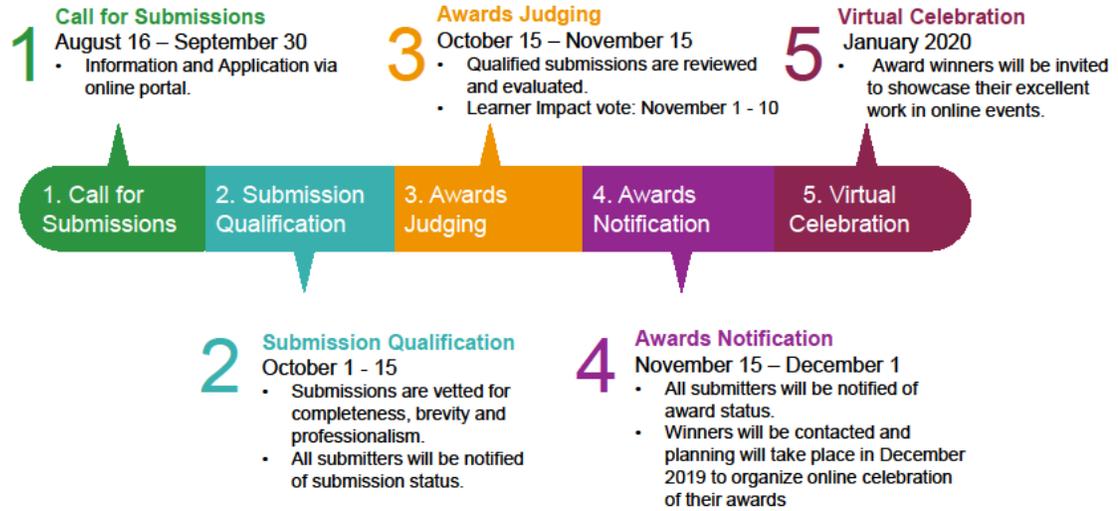
All submissions considered in Phase 2 receive constructive feedback from the judges.

TABLE 1: Submission Qualification Requirements:

Submission Qualification Requirements	Reasons for Submission Disqualification
Documentation ● Artifacts/evidence are relevant and clearly referenced ● 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 and format of the submission reflect 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 webinar presentation.	● Submissions are restricted to sharing due to intellectual property (IP) or trade secrets

AWARDS PROCESS TIMELINES – KEY DATES

2019 I4PL Awards Process

1 **Call for Submissions**
August 16 – September 30
- Information and Application via online portal.

3 **Awards Judging**
October 15 – November 15
- Qualified submissions are reviewed and evaluated.
- Learner Impact vote: November 1 - 10

5 **Virtual Celebration**
January 2020
- Award winners will be invited to showcase their excellent work in online events.

| 1. Call for Submissions | 2. Submission Qualification | 3. Awards Judging | 4. Awards Notification | 5. Virtual Celebration |

2 **Submission Qualification**
October 1 - 15
- Submissions are vetted for completeness, brevity and professionalism.
- All submitters will be notified of submission status.

4 **Awards Notification**
November 15 – December 1
- All submitters will be notified of award status.
- Winners will be contacted and planning will take place in December 2019 to organize online celebration of their awards

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

August 16, 2019	Submission window opens
September 30, 2019 at 23:59 ET	Submission window closes
October 1 – October 15	Submission Qualification (see phase 1 above)
October 15 – November 15	Awards judging (see phase 2 above)
November 1 – November 10	I4PL Members vote on Learner Impact Award short list
November 15 – December 1	Award Notifications - All qualified submitters considered in phase 2 will be notified of their award status and receive feedback from the judges
December 1, 2019 – January 15, 2020	Plan online awards celebration and select the awards to be showcased
January 15 – 30, 2020	Showcase webinars to celebrate award winners

GETTING STARTED – FAQs

What is the first step to submit?	Visit the Awards page (Registration page is under Awards tab) Review the corresponding submission rubric(s) and the Awards Submission Workbook, found on the same Awards page. Create a user login and password for the Awards portal on the Registration page. When you have completed the online form and uploaded the PDF submission file, submit the final version make note of your unique reference number. Then, pay the submission fee of $350 + tax on the Events page of the website. You can pay using a major credit card. Note: You must choose the award category and use the correct submission form for that category. If submitting to multiple categories, fill in each respective form and pay separately for each submission with the unique reference code to identify where the payment is to be applied.
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 individually.
How many award 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.
When can I submit my entry for the 2019 Awards?	The submission window is open from August 16 – September 30 at 11:59 pm ET. Complete your online submission and include the PDF with supporting documents by September 30 at 11:59 pm ET. In order to be considered an official entry, the $350 + tax entry fee must be paid for each submission. NOTE: Only online submissions are accepted.
How do I prepare my submission?	To prepare a submission: ● Read this document (Awards Overview and Guidelines) ● Read the Awards Submission Workbook. ● Review online the form ● Organize your documents and create one PDF document with page numbers to include your entire submission. ● If you will be submitting a video, please see the Awards Submission Workbook for instructions on how to submit using www.wetransfer.com

	Note: In order to be considered an official entry, the $350 + tax entry fee must be paid for each submission.
What is the submission fee?	A body of work can be submitted for multiple categories, however, each category will be reviewed separately and a separate submission form must be completed for each. There is a $350.00 + tax non-refundable submission fee for **each** category. The fees are per **category**, not per recognition level.

AWARDS PROGRAM DETAILS: FAQs

How should I use the long rubric forms?	The rubrics are designed to guide the judges when scoring the submissions and also support submitters wanting to gain insight into how to meet and/or exceed the assessment criteria. Each category has a corresponding rubric. It is strongly suggested taking the time to review the long rubric (PDF file available on the Awards page) before completing the online form.
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.
Which application requires a video and what are the video requirements?	If submitting for the **Learner Impact Award**, a 3-5 minute video demonstrating the rich learning experience is required.
Who are the judges?	The I4LPAwards Committee includes a judging committee of CTDP-certified, trained and experienced judges, led by Awards Committee Chair Mike Bubyn.
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 short list 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: • 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?	▪ Permit display of your name, logo and/or other associated image on the I4PL website
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 Summary as an article in its digital and print communication and marketing. ☐ Participate in or lead a 30-minute webinar to share (walkthrough) the submission outputs with the I4PL community. This activity will be organized by the I4PL national office staff in conjunction with the Award winners ☐ Permit display of your name, logo and/or other associated image on the I4PL website
What does a Standard of Achievement award winner receive?	The **Standard of Achievement** award recipient receives: ● A digital certificate specific to the category ● A digital logo specific to the category ● Mention on the I4PL website ● 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

What does an Award of Excellence winner receiver?	An **Award of Excellence** recipient receives: ● A trophy specific to the category ● A digital logo specific to the category ● Mention on the I4PL website ● Inclusion in the 2019 Awards Virtual Celebration ● Inclusion in the 2019 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 asked to be available to participate in a webinar and share highlights of the project submission.

SUBMISSION UPLOAD & TECHNICAL: FAQs

Where can I get additional information?	Contact I4PL at hello@performanceandlearning.ca

Appendix 1: Abstract form to be considered for Award of Excellence

The assessment criteria in Table 1.2 below indicate what would make the submission meet the competencies for an Award of Excellence award. Examples of each category are also provided in Table 1.2.

You **MUST** score the minimum score for the Standard of Achievement award in order to be considered for an Award of Excellence.

Exceeding the competencies means enriching the Performance and Learning practice. Your submission must go beyond the "Designing Curricula" or "Designing Learning Experiences" competencies – you must also demonstrate how your solution elevated transfer of learning, effect or impact, alignment of individual and organizational needs, partnering with clients, or learner engagement. Sharing your story, your knowledge, your best practices, and your examples will help others reach new heights.

Notes on Writing an Abstract

The abstract should target industry professionals as the audience. Historically abstracts spoke to management, not knowledgeable industry professionals.

Assume the audience knows the benefits of accepted industry best practices and therefore, this does not have to be stated. We expect a higher level of evidence. For example, reaction evaluation level surveys and anecdotal evidence is necessary, but focus must be on transfer and impact levels. Having learning objectives is expected, but mapping them to performance outcomes is valuable evidence.

Using Tables 1.1 and 1.2, document evidence of how your solution has exceeded the competencies.

Step 1: Select one (1) category

Step 2: Complete the **Identify, Articulate,** and **Demonstrate** sections of the abstract (Table 1.1). Complete Table 1.2 as indicated. **NOTE:** These sections combined should not exceed 2 pages.

Step 3: Submit the abstract (completed Table 1.1 and Table 1.2) with one or two relevant support documents through the Awards Portal by attaching these pages at the end of the PDF file you will upload as your submission. All pages should be numbered in order.

NOTE: These documents are **in addition** to the documents required for the Standard of Achievement award. Documentation must include evidence (e.g., support documents) to satisfy the Assessment Criteria listed in Table 1.2 for the respective category. Table 1.2 has been completed to give you an example of how to fill it in.

Table 1.1 Assessment category and identification, articulation and demonstration of why it is shows excellence for that 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.

1. Categorize Select one Assessment Category *(see Table 1.2 for assessment criteria and examples)*		Transfer of Learning
		Effect / Impact
		Alignment of Individual and Organizational Needs
		Partnering with Clients
		Learner Engagement
2. Identify Provide the name of the methodology, theory, or practice that has allowed you to exceed the "Deigning Learning Curricula" or "Designing Learning Experiences" competency.		
3. Articulate Describe how the methodology, theory, or practice links to the desired performance outcomes and organizational strategic goals.		
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.		

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.).	● 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.).	● 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.	● 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.	● 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.	● 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