



NZATD Education Trust Awards Learning and Development Innovation Award Evaluation Guidelines for Entrants

Focus of Award

NZATD has introduced this award to recognise innovation in the Learning and Development field. Rather than focus on a particular skill area or methodology, it seeks to acknowledge that individuals may exhibit excellence within the profession through a range of expertise that may span a range of different learning disciplines, e.g needs analysis; instructional design; facilitation; e-learning; assessment and evaluation, research etc.

Because of the nature of innovation, it is difficult to be prescriptive about what is being sought. However, one of the following should apply:

- The introduction of an entirely new paradigm to the learning and development field, and / or
- The significant evolution of an existing methodology/resource/approach related to learning and development, and / or
- The application/adaptation of a methodology/resource/approach usually associated with one context to an entirely new context, and /or
- Some other indication that demonstrates novelty, uniqueness and / or creativity.

Key Date

Entries must be received by no later than 5pm on Monday 17 September 2012

The Judging Process

All entries will need to meet a set of baseline criteria before they can be considered for ranking against other entries. Baseline criteria refer to those criteria that **all entries must meet** before they can be considered as finalists in any category. Once adherence to base line criteria is confirmed, these criteria will not be used to differentiate between submissions. Where an entry is missing any of the base line criteria, a representative of the Judging Panel will contact the entrant to advise them of any actions required to meet the criteria, providing the entry was submitted prior to the submission deadline. Assessment against baseline criteria will be done on a meet / does not meet basis.

All entries meeting baseline criteria will then be assessed according to a predefined set of evaluation criteria to enable differentiation between all eligible entries. This will be done using a weighted grading scale using the following process:

- A mark from 1 (low) to 10 (high) will be applied by three judges independently, using the stated assessment criteria.
- The judges will then meet to discuss entries further and at this stage, without knowledge of the other marks, may refine their individual marks.
- Each judge's final mark in each category will be aggregated and then weighted, using the weightings indicated alongside the criteria.
- The marks in all categories will be added together to determine the overall grading.
- In the unlikely event of a tie, the judges reserve the right to deliberate further to determine an outright winner.
- The judges reserve the right not to award in this category if no entries achieve a final assessment rating of at least 70%.

Baseline Criteria Learning and Development Innovation Award

Criteria	Explanation	Meets Criteria Y/N?
Timing of entry	<p>The award has been received within the stipulated entry period.</p> <p>The dates for entry will be publicised. The closing date is the date by which all entries must be received at the awards address. Entries should be received by 5pm on the closing date.</p> <p>In rare circumstances, extensions may be given. This will be considered the exception rather than the rule. The panel has the right not to consider any late entries at their sole discretion. Applications for extensions must be received prior to the closing date and only one extension per entry will be permitted.</p>	
Timing of innovation	<p>The innovation being submitted has been undertaken within the past two years. This means that, within the two years immediately preceding the submission date, the innovation has been introduced and implemented for sufficient time to allow for a meaningful evaluation of that innovation.</p>	
Location of innovation	<p>The innovation being submitted must meet one of the following criteria:</p> <ul style="list-style-type: none"> • Initiated either in whole or in part in New Zealand • Initiated by a New Zealand citizen/resident/organisation overseas • Initiated in a New Zealand registered company/organisation • Initiated in a New Zealand division of an overseas company/organisation prior to being initiated in any overseas division. 	

Criteria	Explanation	Meets Criteria Y/N?
Provision of information	<p>The entry must include a completed and signed application form signed by the entrant and posted to the address shown on the application form, or a completed on-line application form. At a minimum information provided should include:</p> <ul style="list-style-type: none"> • An outline of the <ul style="list-style-type: none"> ○ context for the innovation, including: <ul style="list-style-type: none"> - the environment into which the innovation was introduced - how the need(s) or opportunity that gave rise to the innovation was addressed prior to the introduction of the innovation ○ the organisational aims and planned outcomes for the innovation ○ the scope of the innovation ○ a summary of the innovation, including, but not limited to: <ul style="list-style-type: none"> - an outline of the innovation and what was involved - a summary of how the innovation brings a new perspective, changes paradigms or meets other criteria that distinguishes it as an innovation - who was involved and how the innovation was implemented – including how any resistance to change was overcome - the resources used and how they were used - how the innovation was received. • Evaluations completed, including but not limited to: <ul style="list-style-type: none"> ○ the perceptions of participants and end users ○ changes in behaviour / attitudes / knowledge resulting from the innovation ○ the value to the organisation, in whatever terms the organisation finds meaningful, e.g: <ul style="list-style-type: none"> - financial - economic - social - community, etc. <p style="text-align: right;"><i>Continued on next page</i></p>	

Criteria	Explanation	Meets Criteria Y/N?
Provision of information (continued)	<ul style="list-style-type: none"> • An overall summary of outcomes and why the innovation is considered worthy of an award. <p>Please note: Joint entries are permitted. Where an organisation employs external parties to assist in the development of the innovation, this should be stated. If a joint submission is not being presented, but two or more parties were involved, please identify those parts of the innovation that were designed/undertaken by parties who are not included in this entry.</p>	
Evidence to support entry	<p>Evidence is required to enable judges to fairly evaluate entries.</p> <p>Judges all sign a confidentiality agreement and agree not to disclose information beyond the evaluation panel without permission. Any evidence that is withheld from the judges due to confidentiality (or other) concerns cannot be considered during the evaluation.</p> <p>Examples of suitable evidence may include, but are not necessarily limited to:</p> <ul style="list-style-type: none"> • Business case and submissions to management • Documentation relating to planning and organising eg project plan, minutes • Copies of resources, such as participant workbooks, CDs, posters, custom-made resources etc. • Examples of communications • Progress reports to management • Changes to organisational and individual measures, e.g. productivity • Forms and templates used for assessment and evaluation • Letters of support from those: <ul style="list-style-type: none"> ○ impacted by the innovation ○ sponsoring the innovation ○ delivering the innovation • Copies of the collated evaluations, e.g. an evaluation report • Any other documentation or examples that support the entry. <p>All evidence produced should be considered both in terms of what it contributes to the innovation and, where relevant, the degree to which it demonstrates a truly innovative approach.</p>	

Criteria	Explanation	Meets Criteria Y/N?
Referees	<p>Referees should include people that have direct knowledge of the innovative intervention undertaken. These may be, but are not limited to:</p> <ul style="list-style-type: none"> • Sponsors of the innovation • Participants in the innovation • Managers of participants in the innovation • Managers of those involved in delivering the innovation. • People impacted by the innovation, e.g <ul style="list-style-type: none"> ○ Customers ○ Vendors ○ The public, etc. <p>Ideally referees covering a range of the above should be included, chosen for their ability to comment knowledgeably on the innovation from their own perspective.</p> <p>For each referee please provide the following information:</p> <ul style="list-style-type: none"> • Name • Job role • Preferred daytime phone number • Alternative contact phone number • Preferred contact email address • Category of referee as per the above list in this page (e.g. sponsor, participant etc.). <p>Please Note:</p> <p>It is the intention of judges to contact referees of short-listed entrants. Provision of a referee will be considered agreement for the panel to contact them. Entrants are strongly advised to gain permission from their referees and notify them that they may be contacted prior to submitting their entry.</p> <p>Referees who are unavailable to be contacted should not be included. Consideration of a referee will be discounted if, after reasonable attempts have been made, he/she cannot be reached.</p>	

Evaluation Criteria Learning and Development Innovation Award

Criteria	Factors taken into account	Weight
Relevance of the innovation	<ul style="list-style-type: none"> • Relationship and relevance of the innovation to the learning and development field. • Scale of the innovation, relative to the organisation and / or the degree of change required. • Ability of the innovation to impact upon organisational performance. • Likelihood of the innovation to be adopted more widely. 	15% X
Planning	<ul style="list-style-type: none"> • The way in which the business case clearly identifies a need or opportunity, and demonstrates considered judgement in the selection and development of an innovation that will achieve positive outcomes for the individual or organisation. • Relationship of the innovation to personal or organisational outcomes and organisational performance measures. • Quality of the plan including: <ul style="list-style-type: none"> ○ The purpose ○ Participant and organisational outcome(s) ○ Participant responsibilities ○ The different roles of those involved in the innovation and how these roles inter-relate ○ The communication plan ○ The process followed to introduce and consolidate the innovation ○ Any equipment / resources used ○ Any written material required / available ○ Summary of planned assessment and evaluation. 	10% X

Criteria	Factors taken into account	Weight
Innovation	<ul style="list-style-type: none"> • The suitability of the innovation to meet planned individual and organisational outcomes. • The degree to which the innovation: <ul style="list-style-type: none"> ○ introduced a new paradigm, and /or ○ changed existing practices, and / or ○ established new benchmarks for the organisation and the wider industry (if relevant) ○ introduced new resources or new ways of using existing resources. • The degree to which the innovation displayed creativity and / or technological sophistication and / or ingeniousness in the way the intervention was designed and/or delivered. • The way in which the innovation complements other learning and development strategies. 	30% X
Implementation	<ul style="list-style-type: none"> • The implementation of the innovation, relative to the resource available: <ul style="list-style-type: none"> ○ Makes effective use of available people to deliver the innovation ○ Provides sufficient training and support to those tasked with implementing the innovation to foster success ○ Selects the appropriate resources to meet the need within the constraints of the organisation ○ Has a planned, effective approach to overcoming any resistance to change. • Mechanisms set up to ensure that the innovation and / or learning derived from the innovation is sustained, for example: <ul style="list-style-type: none"> ○ Preparation of the organisation for the introduction of the innovation. ○ Transition processes show how the initiative and / or outcomes arising from the initiative are (or will be) integrated into "business as usual". ○ Workplace support provided for participants. ○ Feedback channels established for continuous improvement. • Managerial support for the innovation, etc. 	20% X

Criteria	Factors taken into account	Weight
Assessment and Evaluation	<ul style="list-style-type: none"> • The quality of assessment and evaluation including: <ul style="list-style-type: none"> ○ the range of techniques employed ○ the suitability of techniques employed relative to their intended purpose ○ the administration instructions support effective application of techniques ○ the measures used. • How feedback was used to develop and / or refine the innovation during implementation, if relevant. • Evaluation of the benefits to the individual, including: <ul style="list-style-type: none"> ○ the perception of participants toward the innovation ○ demonstrated change of behaviour / attitude / knowledge and / or indications of personal development. • Evaluation of the benefits to the organisation will be considered across a range of dimensions, which may include but are not limited to: <ul style="list-style-type: none"> ○ Cost/benefit analysis ○ The value to the organisation, in whatever terms the organisation finds meaningful, e.g.: <ul style="list-style-type: none"> - financial - economic - social - community, etc. ○ Contribution to defined outcomes as demonstrated in changes to individual and organisational measures, e.g. productivity. ○ Lessons learned from the innovation and how these will contribute to future planning and attitudes to innovation. <p>Note: Evaluations at higher levels i.e. impact and ROI will carry more weight than those at lower levels.</p>	15%

Criteria	Factors taken into account	Weight
Feedback of referees	<ul style="list-style-type: none"> • The value the referee places on the innovation, e.g. <ul style="list-style-type: none"> ○ Their opinion of the innovation. ○ Examples of how the innovation has benefited them and / or the organisation. ○ Willingness to keep employing/working with/re-engage the services of the practitioner/s responsible for the innovation. • The degree to which the referee is willing and able to confirm assertions and achievement within the entry, e.g. <ul style="list-style-type: none"> ○ appropriate level of knowledge about the practitioner's work ○ understanding of the organisational requirements and outcomes, etc. ○ knowledge of best practice within the learning and development profession relative to the innovation. 	10% X