



NZATD Education Trust Awards

Learning and Development Practitioner Award

Evaluation Guidelines for Entrants

Focus of Award

NZATD has introduced this award to recognise excellence among those actively engaged in the Learning and Development profession. Rather than focus on particular skills e.g. facilitation, 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.

The winning professional will need to demonstrate one or more of the following:

- Demonstrated consistent excellence in their chosen speciality/ies over a number of years, and / or
- Made an outstanding contribution to the profession over a number of years and / or
- Achieved something truly outstanding in the learning and development field within the past two years.

Key Date

Entries must be received by no later than 5pm on Monday 1 September 2014

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 baseline criteria is confirmed, these criteria will not be used to differentiate between submissions. Where an entry is missing any of the baseline 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 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 Practitioner Award

Criteria	Explanation	Meets Criteria Y/N?
Role Eligibility	<p>This award is open to anyone who regards themselves as a professional working in the learning and development industry. People who meet this criteria may include, but are not limited to:</p> <ul style="list-style-type: none"> • Learning and development professionals within organisations regardless of their title (e.g. they may be trainers, facilitators, instructional designers, training coordinators, e-learning specialists, training managers, etc.) • Professional learning and development contractors and consultants who provide advice and services to other organisations, regardless of their title, e.g consultants, executive coaches, people capability advisors, organisational mentors, etc. • Full time workplace learning and assessment professionals, whether working inside an organisation or providing services from outside an organisation • Academics, authors and researchers specialising in the fields of learning and development or people and performance. • Organisational development specialists with responsibilities for organisational learning. • Staff working for industry training organisations. <p>Please Note: This award is not targeted at those who have a part - time involvement in learning and development where their primary responsibility is for operations, or those who sponsor learning and development initiatives delivered by others. People who fall under these descriptions should consider entering the Support On-The-Job Award or Learning and Development Initiative Award respectively.</p>	

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>	
Experience	<p>The entrant has been involved in:</p> <ul style="list-style-type: none"> • learning and development for at least 3 years, and • learning and development for at least one year within the past 2 years immediately prior to the date of submission. <p>The nomination for the award may stem from:</p> <ul style="list-style-type: none"> • consistently high standards in the learning and development field, exhibited over a number of years, and / or • significant contributions to the learning and development profession over a number of years, and / or • outstanding achievements within the two years immediately prior to the submission. 	
Location of professional	<p>The entrant must meet one of the following criteria:</p> <ul style="list-style-type: none"> • Be based and work primarily within New Zealand. • Be a New Zealand citizen or permanent resident, regardless of location. • If not based in New Zealand or holding New Zealand citizenship or residency, they must work for an organisation or company registered and operating in New Zealand AND be based within New Zealand for at least 50% of their work time. 	

Criteria	Explanation	Meets Criteria Y/N?
Provision of Requested 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 environment in which the professional is / has been operating, including: <ul style="list-style-type: none"> ○ a summary of the industry and workplace environment (max 150 words) ○ Summary of contribution to the learning and development profession ○ Description of specific achievement/s, including: <ul style="list-style-type: none"> - the type of learning and development activities generally conducted by the professional - the frequency of those activities. • The personal goals and philosophy of the professional in relation to learning and development. • The reasoning for applying for the award, which might include summaries of one or more of the following: <ul style="list-style-type: none"> ○ Summary of contribution to the learning and development profession ○ Description of specific achievement/s, including: <ul style="list-style-type: none"> • what was done • measures used to evaluate success, in whatever terms the entrant finds meaningful, e.g: <ul style="list-style-type: none"> - financial - economic - social - community, etc. ○ celebrations and learnings ○ formal recognitions / publications. • Provision of three relevant referees and their contact details. 	

Criteria	Explanation	Meets Criteria Y/N?
<p>Evidence to support entry</p>	<p>Evidence is required to enable judges to fairly evaluate entries. Judges will respect confidentiality and agree not to disclose confidential information beyond the evaluation panel without the entrant's permission.</p> <p>Any evidence that is withheld from the judges due to confidentiality (or other) concerns cannot be considered during the evaluation of the entry.</p> <p>Examples of suitable evidence may include any or all of the following, but is not limited to:</p> <ul style="list-style-type: none"> • Examples of the professional's learning and development plans. • Documents used for assessing participant learning. • Documents used for evaluating learning and development programmes / initiatives worked on by the professional. • Document(s) describing the professional's work environment. • Examples of resources produced (if no resources are used, or resources do not tell the full story (e.g. facilitation sessions) then please submit a CD/DVD of a sample session. • Copies/evidence of learner development, learner engagement & feedback. • Document(s) demonstrating the alignment of the professional's learning and development approach with organisational strategy and organisational goals. • Copies/evidence of the professional's self reflection on their learning and development experiences. • Testimonials and letters of support and feedback from those who have experienced working with professional or been influenced by them, e.g.: <ul style="list-style-type: none"> ○ Managers ○ Colleagues ○ Learners ○ Clients, etc. • Copies of awards, recognition letters, etc. if relevant • Examples of publications (or referenced sources) if relevant. • Any other documentation that supports the application. 	

Criteria	Explanation	Meets Criteria Y/N?
<p>Referees</p>	<p>Referees should include people that have direct knowledge of the professional's work. These may include, but are not limited to:</p> <ul style="list-style-type: none"> • Participants • Customers (internal or external) • Sponsors / clients • End users such as supervisors, managers in the wider organisation, etc. • Colleagues / Workmates <p>Ideally referees covering a range of the above should be included, chosen for their ability to comment knowledgeably on the professional's work 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. participants, customers, 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>	

Criteria	Explanation	Meets Criteria Y/N?
Referees	<p>Referees should include people that have direct knowledge of the initiative undertaken. These may be, but are not limited to:</p> <ul style="list-style-type: none"> • Sponsors of the initiative • Participants in the initiative • Managers of participants in the initiative • Managers of those involved in delivering the initiative. • People impacted by the initiative, 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 initiative 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 telephone number • Alternative contact phone number • Preferred email address • Category of referee as per the above list in this page (e.g. sponsor, participant etc.) • Preferred time to be contacted. 	

Assessment Criteria

Learning and Development Professional Excellence Award

Criteria	Factors taken into account	Weight
Context	<ul style="list-style-type: none"> • Learning and development practices are aligned to organisational goals: <ul style="list-style-type: none"> ○ Work supports organisational strategy at the level required by the learners (strategic, tactical, operational). ○ Learning and development strategies/interventions support the learner to meet their personal and organisational goals. ○ Evaluations demonstrate support for organisational outcomes. 	20%
Quality	<ul style="list-style-type: none"> • Learning and development practices set standards that can be used as examples for best practice: <ul style="list-style-type: none"> ○ Clear scoping of the learning and / or development requirement in terms of organisational context and goals. ○ Methodologies/ practices appropriate for context and well planned and conducted. ○ Services provided / resources used are fit for purpose, and are aligned to the scoped context. • Participant and organisational needs are appropriately balanced. • Mechanisms are established to consistently support sustained changes of behaviour / attitudes / knowledge and improved performance. • Sustainability of excellence in practice over a time frame appropriate to the period being reviewed for the award. 	40%

Criteria	Factors taken into account	Weight
<p>Specific and /or sustained achievement</p>	<p>The nature of the achievement(s) will depend on the role of the professional, and the period under which they have determined to submit themselves for evaluation. Judges will be seeking demonstrated excellence in the specialist field of the professional. For each achievement presented, the judges will take into consideration:</p> <ul style="list-style-type: none"> • How much of the achievement was attributable to the professional – it is recognised that often professionals will be working in team environments so it is not expected that they will always have sole responsibility for all work undertaken. However significant input to any achievement is expected. • The degree to which the achievement has impacted on key performance indicators and / or organisational outcomes, e.g. reduction in accidents, wastage etc. • The value to the individuals and organisations where the professional works, in whatever terms are meaningful, e.g.: <ul style="list-style-type: none"> - financial - engagement - economic - social - community, etc. • The scope of the achievements, e.g. <ul style="list-style-type: none"> ○ The complexity of work. ○ The variety of skills required. ○ How many people were affected / or how many learning and development interventions. ○ How significant the achievement was in the context of the whole organisation / wider learning and development field. 	<p>40%</p>