



AITD Excellence Awards Criteria 2017

Ensure your responses to each criterion reflects the awards category for which you are submitting the nomination.

Criterion	Word Limit	Description	Suggested Evidence
Brief Summary	300 words	<ul style="list-style-type: none">• Provide a brief overview of your entry. Think of this as an “Executive Summary” or an “Elevator Pitch”.• From this overview the judges should have a good understanding of your overall submission.• If your submission is selected as an award Finalist, this brief summary may be shared as part of the Awards ceremony and Awards publicity.	None required. This summary is intended as a concise description of your entry. It should provide judges with a quick overview of your entry.
Business Needs	300 words	<ul style="list-style-type: none">• Describe the business needs or situation that led your organisation to develop the solution.• What was the impetus for this learning initiative?	Evidence of a tangible need (eg stakeholder survey prior to initiative; research; consultation process; analysis).
Strategic Alignment	500 words	<ul style="list-style-type: none">• Describe how the use of the solution addressed organisational learning objectives and strategy.• Consider how this solution fits within the broader strategy of your organisation.• Explain the alignment between this learning initiative and organisational strategy.	Evidence of alignment to and integration with organisational strategy, business goals, individual development.
Design	500 words	<ul style="list-style-type: none">• Describe the scope, nature and design of the learning initiative.• Explain how the design of the learning initiative supports individual learning objectives and organisational strategy.• Detail any design considerations, constraints, innovations or limitations.	Evidence of the documentation, manuals, materials, tools and aids - including instruction for their use. Samples of /access to learning technology.
Delivery	500 words	<ul style="list-style-type: none">• Describe the process for assessing and deciding upon delivery options.• Explain how the learning initiative was delivered to meet participant and organisational needs.• Detail any delivery considerations, constraints, innovations or limitations.	Evidence of how the initiative is accessible and engaging. Evidence from learners that the delivery of the initiative is meeting needs.
Measurable Impact	750 words	<ul style="list-style-type: none">• Describe the measurable impact resulting from the learning initiative for both learners and the organisation.• Explain how the impact was evaluated, what metrics were chosen and why.• Detail any unexpected findings.	Evidence of impact resulting from initiative (eg stakeholder surveys, feedback, evaluation reports, return on investment, impact, quality improvements, financial implications).
What Happens Next?	250 words	<ul style="list-style-type: none">• Describe what lessons you/your organisation learned.• Detail any plans for the future of the program.	None required.