NZATD
AWARDS
2024

Submission
Guidance

nzotd

Contents

Welcome!

The NZATD Awards are back for 2024! This is your chance to be recognised for the great work you do.

There are two types of awards you can apply for:
- **Individual awards** that are presented to individuals for their contributions to the field of L&D.
- **Initiative awards** that are presented to an organisation, team or individual for a learning project or initiative that demonstrates best practice.

Being recognised for the outstanding work you do not only benefits you, but also elevates the whole Learning and Development industry. Showcasing best practice, innovation, and success allows us to learn from each other, which helps us create event better learning experiences.

Our judges come from across the L&D industry and follow a rigorous process to make sure that the awards go to the best submissions.

Will you be walking away with one of those awards? We can't wait to find out!

Proudly supported by our Premier Partner

complete | docebo
LEARNING

Pro tips

- Make sure you read and understand all the requirements before getting started!

- A good way to demonstrate your best practice is by utilising it in your submission.

- Judges will be looking at many submissions, so make sure yours stands out and is easy to follow.

- Make sure your examples are as specific as possible, particularly for NZATD Competency Framework criteria.

- For initiative awards, include information about
  - the overall design
  - consideration or integration of diversity and inclusion
  - compliance with current accessibility standards, for example WCAG 2.0 AA
  - how you were able to work within any constraints, for example limited budget or resourcing
  - project success.

- Make sure your video provides a good summary of your application information.

How to enter

01 Visit https://nzatd.org.nz/awards/nzatd-learning-and-development-awards-2024/

02 Select the NZATD AWARDS 2024 SUBMISSION FORM link

03 Start your submission by entering your personal information and selecting your category

04 Complete the submission form and upload your video and supporting information, saving as you go

05 Submit your entry before 11pm Sunday 30 June 2024

06 Check your inbox for confirmation that your submission has been received

Award Categories

NZATD L&D Practitioner
This award is presented to a long-standing practitioner who demonstrates best practice, to recognise the contributions, inspiration and guidance they provide to the L&D community.

Emerging L&D Practitioner
This award is presented to a newer L&D practitioner to recognise the contributions they are making to the L&D community and encourage them to strive for best practice.

L&D Team Member
This award is presented to an established L&D practitioner who works in a permanent or fixed term capacity, to recognise the contributions they are making to their organisation and the L&D community.

L&D Consultant
This award is presented to an L&D practitioner two works in a consultancy capacity to recognise the contributions they are making to the L&D community.

L&D Manager
This award is presented to an outstanding L&D manager to recognise the contributions, inspiration and guidance they provide to their team and the L&D community.

L&D Strategist
This award is presented to an L&D practitioner working at a more strategic level within the field of L&D, who provides inspiration, guidance and insight.

Best Induction or Onboarding programme
This award is presented to an organisation, company or individual to recognise best practice for bringing new employees into an organisation.

Best Skills-based Learning Project
This award is presented to an organisation, company or individual to recognise their contribution to the ongoing development of their employees through skills-based training.

Best Leadership Development Programme
This award is presented to an organisation, company or individual to recognise implementation of a leadership development programme to positively impact organisational performance and culture.

Best Online Learning Project
This award is presented to an organisation, company or individual to recognise innovative, engaging and excellent online learning.

Best Compliance Learning Programme
This award is presented to an organisation, company or individual to recognise innovative, engaging and excellent compliance learning.

Best Transformation Programme
This award is presented to an organisation, company or individual to recognise success in delivering transformation learning.

Individual Category Criteria

NZATD L&D Practitioner

- Be employed in the L&D field for more than five years
- Demonstrate application of the Core Competencies (Adult Learning Principles and Learning and Development Practice)
- Demonstrate high skill in the application of **three** Specialist Competencies (Instructional Design, Assessment, On-the-Job Training, Evaluation, eLearning, Facilitation, Informal/Social Learning)
- Demonstrate application of one NZATD value (Kotahitanga, Manaakitanga, Mohiotanga, Tikanga)

Emerging L&D Practitioner

- Be employed in the L&D field for less than two years
- Demonstrate application of the Core Competencies (Adult Learning Principles and Learning and Development Practice)
- Demonstrate high skills in the application of **one** Specialist Competency (Instructional Design, Assessment, On-the-Job Training, Evaluation, eLearning, Facilitation, Informal/Social Learning)
- Demonstrate application of one NZATD value (Kotahitanga, Manaakitanga, Mohiotanga, Tikanga)

L&D Team Member

- Be employed, in a permanent or fixed term capacity, in the field of L&D for more than two years
- Demonstrate application of the Core Competencies (Adult Learning Principles and Learning and Development Practice)
- Demonstrate skills in the application of **two** Specialist Competencies (Instructional Design, Assessment, On-the-Job Training, Evaluation, eLearning, Facilitation, Informal/Social Learning)
- Demonstrate application of one NZATD value (Kotahitanga, Manaakitanga, Mohiotanga, Tikanga)

Individual Category Criteria

L&D Consultant

- Have provided contract L&D services for at least two years
- Demonstrate application of the Core Competencies (Adult Learning Principles and Learning and Development Practice)
- Demonstrate high skills in the application of **two** Specialist Competencies (Instructional Design, Assessment, On-the-Job Training, Evaluation, eLearning, Facilitation, Informal/Social Learning)
- Demonstrate application of at least one NZATD value (Kotahitanga, Manaakitanga, Mohiotanga, Tikanga)

L&D Manager

- Be employed in an L&D manager role or lead a team of at least two people in the L&D field
- Demonstrate application of **one** Learning Leader Competency (Develop and maintain strong working relationships with key business stakeholders, develop and maintain effective L&D reporting systems, plan and oversee the L&D project lifecycle)
- Demonstrate application of at least one NZATD value (Kotahitanga, Manaakitanga, Mohiotanga, Tikanga)

L&D Strategist

- Report directly to CE or contracts to provide L&D Strategic Services to an organisation
- Demonstrate application of **two** Learning Strategist Competencies (Provides input into business strategy at Executive and Board level through learning lens, develops cases for strategic L&D initiatives, champions L&D with strategic stakeholders manage the delivery of learning at the enterprise level and manage strategic learning initiatives to support organisational talent management)
- Demonstrate application of one NZATD value (Kotahitanga, Manaakitanga, Mohiotanga, Tikanga)

Initiative Category Criteria

Best Induction or Onboarding programme

- Relate to a programme designed to provide new employees with the skills and knowledge they require to be job ready
- Demonstrate an innovative use of resources within project budget
- Demonstrate consideration or integration of diversity and inclusion
- Demonstrate application of the Core Competencies (Adult Learning Principles and Learning and Development Practice)
- Demonstrate considered, actual or planned application of the Specialist Competency **Evaluation**
- Demonstrate application of **three** other Specialist Competencies (Instructional Design, Assessment, Coaching, On-the-Job Training, eLearning, Facilitation, Informal/Social Learning)

Best Compliance Learning Programme

- Relate to a nationally recognised compliance topic
- Demonstrate innovative use of resources within project budget
- Demonstrate consideration or integration of diversity and inclusion
- Demonstrate application of the Core Competencies (Adult Learning Principles and Learning and Development Practice)
- Demonstrate high level of application of the Specialist Competency **Assessment**
- Demonstrate application of **one** other Specialist Competency (Instructional Design, Evaluation, Coaching, On-the-Job Training, eLearning, Facilitation, Informal/Social Learning)

Initiative Category Criteria

Best Transformation Programme

- Relate to a programme of work that includes organisation transformation
- Demonstrate an innovative use of resources within project budget
- Demonstrate consideration or integration of diversity and inclusion
- Demonstrate application of the Core Competencies (Adult Learning Principles and Learning and Development Practice)
- Demonstrate considered, actual or planned application of the Specialist Competency **Evaluation**
- Demonstrate application of **one** other Specialist Competency (Instructional Design, Assessment, Coaching, On-the-Job Training, eLearning, Facilitation, Informal/Social Learning)

Best Leadership Development Programme

- Relate to a programme designed to equip leaders with the skills they need to succeed
- Demonstrate an innovative use of resources within project budget
- Demonstrate consideration or integration of diversity and inclusion
- Demonstrate application of the Core Competencies (Adult Learning Principles and Learning and Development Practice)
- Demonstrate considered, actual or planned application of the Specialist Competency **Evaluation**
- Demonstrate application of **one** other Specialist Competency (Instructional Design, Assessment, Coaching, On-the-Job Training, eLearning, Facilitation, Informal/Social Learning)

Initiative Category Criteria

Best Skills-based Learning Project

- Relate to a project designed to provide employees with new or updated skills relevant to their role
- Demonstrate an innovative use of resources within project budget
- Demonstrate consideration or integration of diversity and inclusion
- Demonstrate application of the Core Competencies (Adult Learning Principles and Learning and Development Practice)
- Demonstrate considered, actual or planned application of the Specialist Competency **Evaluation**
- Demonstrate application of **one** other Specialist Competency (Instructional Design, Assessment, Coaching, On-the-Job Training, eLearning, Facilitation, Informal/Social Learning)

Best Online Learning Project

- Relate to learning delivered solely through an online platform
- Demonstrate an innovative use of resources within project budget
- Demonstrate consideration or integration of diversity and inclusion
- Demonstrate application of the Core Competencies (Adult Learning Principles and Learning and Development Practice)
- Demonstrate considered, actual or planned application of the Specialist Competency **Evaluation**
- Demonstrate application of **one** other Specialist Competency (Instructional Design, Assessment, Coaching, On-the-Job Training, eLearning, Facilitation, Informal/Social Learning)

Competency Criteria Matrix

The table below shows the number of competencies required for each category. Full details of core and specialist competencies can be found in the *NZATD Competency Framework* at https://nzatd.org.nz/competency-framework/

	Core Competencies	Specialist Competencies	Learning Leader Competencies	Learning Strategist Competencies	NZATD Values
Individual Awards					
L&D Practitioner of the Year	✓	3			✓
Emerging L&D Practitioner of the Year	✓	1			✓
L&D Team Member of the Year	✓	2			✓
L&D Consultant of the Year	✓	2			✓
L&D Team Manager of the Year			1		✓
L&D Strategist of the Year				2	✓
Initiative Awards					
Best Compliance Learning Programme	✓	1 + Assessment			
Best Transformation Programme	✓	1 + Evaluation			
Best Leadership Development Programme	✓	1 + Evaluation			
Best Skills- Based Learning Project	✓	1 + Evaluation			
Best Online Learning Project	✓	1 + Evaluation			
Best Induction / Onboarding Programme	✓	3 + Evaluation			

Supporting Information

Video

All categories **must** include a video as part of the submission. The aim of the video is to allow the judges to get a better sense of you and the work you do. It is not intended to be a Hollywood production!

Individual awards categories
Provide a summary of how you demonstrate your chosen competencies and NZATD values in your professional practice. Reinforce the key messages from your written answers.

Initiative awards categories
Provide a summary of the project you are submitting and how your chosen competencies are demonstrated within the project. Reinforce the key messages from your written answers. You can also include multiple people in the video if appropriate.

Requirements
Duration: up to five (5) minutes
Format: the preferred format is mp4, however, other formats are acceptable. These are listed in the submission form.

Examples

You may upload an additional document to support your application. This should focus more on providing examples of your work that reinforce your written answers. It can include images, screen shots, or links to other examples of resources you've developed. If you include links, please make sure that you have provided passwords or set appropriate sharing permissions to allow the judges access.

Requirements
Length: up to 1500 words
Format: the preferred format is PDF, however, other formats are acceptable. These are listed in the submission form.

References

You **must** include written statements from two referees who can vouch for you and and your work. Make sure you include their relationship to your role or the project being submitted.

NZATD Values

For individual awards, you must select and NZATD value and provide information about how you demonstrate your this value in your professional practice.

Kotahitanga
Our strength lies in the collective knowledge, skills and experience residing in L&D specialists across NZ.

Manaakitanga
We work to continually build our own skills, and support, the development of others.

Mohiotanga
We share knowledge to grow ourselves, our organisations and communities.

Tikanga
We foster best practice through the provision of competency standards and information on learning and development practices.

FAQs

Who is eligible to enter?
The Awards are open to any member of the Aotearoa New Zealand L&D community, however, you must be based in or work primarily for an Aotearoa New Zealand organisation. Projects submitted for an initiative award must have been completed with the last two years.

How many winners are there?
There is one winner per category.

When will winners be announced?
Winners are announced at the NZATD Awards 2024 Gala Dinner on Thursday 26 September in Auckland.

When do submissions close?
Your submission must be received by 11pm Sunday 30 June 2024.

How much does it cost to enter the awards?
It is FREE to enter the NZATD Awards 2024.

What if I have more questions?
If there's something specific you'd like to discuss, email the Awards Committee at awards@nzatd.org.nz

Submission Checklist

The following checklist is designed to help you make sure you have completed all sections of the form and included all the relevant supporting information with your submission.

- [ ] Completed the Core Competency section of the submission form.

- [ ] Completed the Specialist, Learning Leader, or Learning Strategist Competency section of the submission form.

- [ ] Completed the NZATD Value section of the submission form.

- [ ] Uploaded your summary video to the submission form.

- [ ] Uploaded your supporting examples document to the submission form (if applicable).

- [ ] Uploaded references from two colleagues to the submission form.

Don't forget to hit submit and check your inbox for confirmation that your submission has been received.

NZATD
AWARDS
2024

GOOD
LUCK!

nzatd