

## Office for Learning and Teaching

### Awards for Programs that Enhance Learning

### Application Checklist

The nomination form:	
Contact details have been provided	
Vice-Chancellor/Chief Executive Officer or delegate endorsement has been provided	
The correct Program category has been selected	
Written statement:	
The application is written in 11 point Arial or 11 point Calibri (narrow fonts must not be used)	
Margins must be at least 2 cm with clear definition between paragraphs. No columns should be used	
Written statement is maximum of 10 A4 pages	
Written statement contains, in the following order:	
1. Synopsis (150–200 words, written in the third person) The synopsis provides a description of the program and its teaching areas, the program’s contribution to student learning and engagement, and the program’s impact on students	
2. Selection criteria, addressed in the following order:	
a. Distinctiveness, coherence and clarity of purpose	
b. Influence on student learning	
c. Breadth of impact	
d. Concern for equity and diversity	
Across the four selection criteria, the written statement provides:	
a. evidence of the effectiveness of the program in formal and informal evaluation	
b. the degree of creativity, imagination or innovation	
c. evidence of the sustained effectiveness of the program for no less than <b>3</b> years	
All claims made in the written statement meet the selection criteria, are supported by evidence and that the evidence is included in the written statement. The views of students, collaborators and/or colleagues, as appropriate, will be a key element in the assessment of nominations.	
Supporting Teaching Materials:	
Selected <b>teaching materials</b> supporting claims made against the selection criteria <b>must be</b> included	
A <b>maximum</b> of 2 teaching materials are included (website; audio/video or other media files; printed materials)	
The relevance of any such material must be made clear in the written statement	
Websites:	
<ul style="list-style-type: none"> <li>• Ensure that material on websites is accessible to OLT staff, assessors and the Awards Standing Committee. The OLT is not responsible for allocating access (such as login and password) to the assessors and committees</li> <li>• In a document place: the url of the website, a screenshot/image of the website and any additional relevant information. Ensure the document as a title – e.g. Supporting Teaching Material A – [Name of website] and ensure the file is clearly labelled</li> </ul>	

Audio/video or other media file	
<ul style="list-style-type: none"> <li>• Ensure media file is in a commonly accessible format (e.g. .WAV, .AIF, .MP3, .MID, .MPG, .MOV, .WMV, .RM)</li> <li>• The media file may be uploaded onto the Awards portal if it is less than 36 Mb.</li> <li>• Files larger than 36 Mb may be submitted in DVD or USB drive. In this case, three identical copies should be mailed to the OLT office by the submission due date.</li> <li>• If uploading the media file, clearly label – e.g. Supporting Material A – [video name]</li> </ul>	
Printed materials	
<ul style="list-style-type: none"> <li>• The equivalent of 10 pages of printed material in PDF (additional pages will be removed)</li> <li>• Ensure file is clearly labelled</li> </ul>	
Please note: Any supporting materials posted to the OLT will not be returned to the nominees or institutions after the assessment	
<b>Curriculum vitae:</b>	
Individual nominations: <i>Curriculum vitae</i> is maximum of 3 A4 pages	
Team nominations: May allow one additional page per team member. E.g. a team of three may have a total of five pages (three + two)	
Curriculum vitae/s clearly outline:	
<ul style="list-style-type: none"> <li>• educational qualifications</li> </ul>	
<ul style="list-style-type: none"> <li>• employment history</li> </ul>	
<ul style="list-style-type: none"> <li>• teaching positions held</li> </ul>	
<ul style="list-style-type: none"> <li>• teaching experience</li> </ul>	
<b>References:</b>	
<b>Two</b> references are included. One <b>must</b> be from the head of the nominee's faculty, department, school or administrative unit. Nominee's are encouraged to provide a referee external to the nominee's institution, and who can comment on the wider impact of the program	
The references are provided by people able to comment on the nominee's teaching performance against the selection criteria. If the nomination relates to a team, the references should apply to the team	
Each reference is no more than one A4 page	
References have been signed by the referees. Electronic signatures on references supplied to the nominee or institution by email are acceptable.	
<b>Digital photograph:</b>	
One high quality digital photograph, of high resolution and taken by a professional photographer. Images from webcams or mobile phones are not satisfactory.	
Specifications are for a formal, colour, head-and-shoulders photograph with a white background.	
The image should be provided as a JPEG file with image resolution of 300 dpi at the size of printing (approximately 10 cm by 10 cm; as a guide, the size of the file may be up to 1 MB).	
Image file is clearly labelled	
<b>Additional formatting:</b>	
Collate the Nomination Form, Written Statement, Curriculum vitae/s and two references into <b>one</b> pdf document	