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ASSOCIATION FOR

**LEARNING
ENVIRONMENTS**

Enhancing the Educational Experience

Australasia

Category X: Name of category

This category applies to (description of category). Must have been occupied and in use for at least 6 months prior to lodging the awards application and construction completed within the last 3 years.

NOTE: details about category listed here

If you have any questions regarding entry and category please contact the Awards Coordinator.

Project name

Part 2: Applicant and Project Team Details

Applicant Company/Organisation

Company/Organisation name

Project role

Architect

Educator/Educational Institution

Educational Facility leader/s

Planner

Construction Manager/Builder

Other

Primary Contact

Please provide the details of the **primary contact** for this award application

First name

Last name

Email address

Mobile number (optional)

For mobile numbers, include the country code. E.g. +61 420 000 000

Phone number

For landline numbers, include the country code. E.g. +61 2 0000 0000

Street address/PO Box

Please provide the correct postal address. This is required for posting of books or award certificates or other documents. Thank you.

Suburb

State

Postcode

Alternative Contact

Please provide the details for an **alternative contact** for this award application

First name

Last name

Email address

Mobile number (optional)

For mobile numbers, include the country code. E.g. +61 420 000 000

Phone number (optional)

For landline numbers, include the country code. E.g. +61 2 0000 0000

Part 3: Project Data

Project Area and Cost

Area of Project (Gross Floor Area "GFA")

Please provide the building / facility gross floor area in square metres, e.g. 2000m2

Project Cost: Final Contract Sum (ex GST)

Please provide the Project/Building Cost or "Final Contract Sum", excluding GST. This is the physical building cost and excludes loose furniture, equipment, consultant fees and contingencies. E.g. \$2,150,000.00 ex.GST

Approval to Publish Budget Information.

Yes

No

Project Details

Educational Facility Name

e.g. East Melbourne High School

Type of Educational Facility

Project Address

Street Address

Suburb

State

Postcode

Client Contact Details

Please provide the name and contact details of the **client representative** for this project.

First Name

Last Name

Work Phone: (optional)

For landline numbers, include the country code, e.g. +61 3 9000 0000

Mobile No. (optional)

For mobile numbers, include the country code, e.g. +61 400 000 000

Part 4: Project Timeline

Key Activities

Entrants may use the other key activities section below to capture any additional activities, or any key project activities.

Date of Occupancy and Building Completion

Date of Practical Completion - Occupancy

Project/building **MUST** have been occupied or in use for **SIX MONTHS** prior to entry submission closing date to qualify for these awards. If you are unsure, please contact the awards coordinator to discuss.

Date Construction Completed

Construction must have been completed within the past three years to qualify for entry into the awards. If you are unsure, please contact the awards coordinator to discuss.

Other Key Activities

Use this section to add any other key project activities or special events, and the dates these activities or events were completed, if desired.

Would you like to list some other key project activities?

Yes

No

Post Occupancy Evaluation

Has a Post Occupancy Evaluation (POE) been completed? If **yes**, please upload the document in .pdf format.

Select **Yes** or **No**

Yes

No

POE File Upload



Post Occupancy Evaluation Process

Please summarize the POE process, which may include identifying which tool/instrument was used for the POE, what the focus of the POE was, when it was undertaken, what the key findings were and what effect the process and outcomes of the evaluation have had.

Post Occupancy Evaluation Process Summary

250 words

Part 5: Assessment Criteria A: Project Planning Process

In response to **Assessment Criteria A:**

- a) Provide evidence of a comprehensive planning process including project-specific research; consulting with clients, users, stakeholders and information gathering.
- b) Provide evidence that a comprehensive educational specification/brief and program of requirements has been developed as part of the planning process.

All award categories must respond to Assessment Criteria A.

Text: Project Planning Process

400 words

Criteria A Image 1 (optional)



Entrants may provide up to, but not more than three (3) annotated photos, plans or drawings which provide evidence of how this was delivered and/or resolved. Note: 1MB file size limit applies, .jpeg/.jpg or PDF files only. **Note that the mandatory section for upload of plans is in Part 8 - including plans/photos to demonstrate the extent of renovations/modernisation as relevant.**

Criteria A - image 2 (optional)



Criteria A - image 3 (optional)



Part 6: Applicant Project Narrative

A narrative description of the project which responds to the Assessment Criteria is to be provided. All criteria are equally weighted.

All Categories excepting the Innovative Education Initiative Category Responses are required to Assessment Criteria B - D inclusive.

Innovative Education Initiative Category only: Responses are required to Assessment Criteria E, F & G.

Assessment Criteria B: Design Outcome

Provide evidence that the architectural design meets the requirements of the educational brief with a special emphasis on the educational value of the space.

Provide succinct evidence responding to the criteria, maximum 250 words / dot points.

250 words

Entrants may provide up to, but not more than three (3) annotated photos, plans or drawings which provide evidence of how this was delivered and/or resolved. Note: 1MB file size limit applies, .jpeg/.jpg or PDF files only. **Note that the mandatory section for upload of plans is in Part 8.**

Criteria B Image 1 (optional)



Criteria B image 2 (optional)



Criteria B image 3 (optional)



Assessment Criteria C - Flexibility

Provide evidence of the unique functionality of the design as well as its responsiveness to changes in the educational program.

Provide succinct evidence responding to the criteria, maximum 250 words / dot points.

250 words

Entrants may provide up to, but not more than three (3) annotated photos, plans or drawings which provide evidence of how this was delivered and/or resolved. Note: 1MB file size limit applies, .jpeg/.jpg or PDF files only.

Criteria C - image 1 (optional)



Criteria C image 2 (optional)



Criteria C image 3 (optional)



Assessment Criteria D - Innovation

Your description could include evidence of innovative design solutions; value for money; design elements and sustainability.

[250 words max]

Provide succinct evidence responding to the criteria, maximum 250 words / dot points.

250 words

Entrants may provide up to, but not more than three (3) annotated photos, plans or drawings which provide evidence of how this was delivered and/or resolved. Note: 1MB file size limit applies, .jpeg/.jpg or PDF files only.

Criteria D image 1 (optional)



Criteria D image 2 (optional)



Criteria D image 3 (optional)



Part 7: Educational Facility Narrative

Narrative must be provided by all entries.

Provide an "educational narrative" responding to the below questions as either a written response or interview. Please identify the educational client responding to these questions, eg. Principal, School Council, Science Coordinator, teachers, student etc.

Written response should be less than 800 words and uploaded as a PDF signed by the educational client.

Interview can be either a video or audio file. Video or audio should be less than three minutes duration. The introduction in the interview should identify the educational client.

Key questions are provided below, with prompts of possible topics to include, where relevant.

You do not need to answer all questions, but should provide sufficient information to enable the jury to understand the planning process involved in the project.

- How does this project reflect your organisation's philosophy?
- How was teaching and learning support included?
- What were the strategies for stakeholder engagement?
- Describe the impact engagement had on the project outcome;
- Was this project successful in meeting your needs?
- What was the process of ensuring specific requirements were made clear?
- How were these requirements addressed?
- Provide examples of where and how the project met your expectations.
- What were the specific challenges presented in this project?

- Outline these challenges and how these challenges were met;
- Describe the exceptional features of the project that arose from the resolution of these challenges.
- Are there any other points of significance regarding the project you would like to share?

Part 7: Educational Facility Narrative

Educational Facility Narrative Details

150 words

Please identify who is participating in the educational narrative and the type of file.
Eg. Video Interview with Principal Joe Bloggs and Architect Sam Smith 1/7/22.

Upload the Educational Facility Narrative: it can be a video, audio OR pdf file. (optional)

Identify the people participating in the video/audio files in the introduction.

The PDF should be signed by the person making the statement and can be an email or on letterhead.



Max file size is 10MB.

Video link. (optional)

Part 8: Plans & diagrams in a multi-page PDF

Please provide a multi-page, A4 sized PDF which demonstrates the assessment criteria in a diagrammatic way - using plans, sections, elevations, diagrams and photos.

This PDF is to be viewed by the judges alongside the assessment criteria. It should contain the following:

- A.** Set of floor plans and a site plan. Drawings to be titled and carefully edited in presentation style format. Must include a north point and suitably annotated to read at reduced size.
- B.** Overall sketch or concept drawing.
- C.** For projects involving renovation/modernisation - please demonstrate the extent of the old versus new on a plan and/or photographs.
- D.** Up to 8 screen view resolution images with titles of their location - one per A4 page.
 - maximum file size 10MB,
 - .pdf format,
 - named as follows: 1234_NameofProject_NameofArchitectorDesigner_A4PDF (where: 1234 represents the Entry ID Number)

Part 8: Plans, sections, elevations & diagrams in a multi-page PDF

A multi-page, A4 sized PDF which demonstrates the assessment criteria in a diagrammatic way - using plans, sections, elevations, diagrams and photos.

Upload A4 multipage PDF : Site plans, floor plans, sketches, images.



Please provide a multi-page, A4 sized PDF which demonstrates the assessment criteria in a diagrammatic way - using plans, sections, elevations, diagrams and photos.

This PDF is reviewed by the judges along with the assessment criteria. It should contain the following:

- A. Set of floor plans and a site plan. Drawings to be titled and carefully edited in presentation style format. Must include a north point and suitably annotated to read at reduced size.
- B. Overall sketch or concept drawing.
- C. For projects involving renovation/modernisation - please demonstrate the extent of the old versus new on a plan and/or photographs.
- D. Up to 8 screen view resolution images with titles of their location - one per A4 page.
 - maximum file size 10MB,
 - .pdf format,
 - named as follows: 1234_NameofProject_NameofEntrant_A4PDF (where: 1234 represents the Entry ID Number)

Part 9: Photo, Video and Information Permission and Release Form

External / Professional Photographers / Videographers

Please upload the following written statement in .pdf form (email or letter) from the external photographers and videographers whose material has been used in this awards submission.

The email or letter should be clearly dated, and contain the photographer's logo and contact details on the email signature or letterhead.

The following statement MUST be obtained in a PDF and uploaded :

[insert date]

I, *John Citizen of ABC Photographers* give permission for the photographs/videos of [insert project name and address] to be used by Learning Environments Australasia, and its associated Chapters, for the purposes of the Learning Environments Awards for Excellence in Design of Educational Facilities, and all associated publications, websites, newsletters and promotional material.

[signed]

John Citizen

If no external/professional photographer has been used, please upload a PDF statement saying that the photographs were taken by submitter.

If you have any questions regarding this statement, please contact the Awards Coordinator to discuss.

Name of Photographer/s:

100 words

Please write in the name of the photographer/s whose images are used.

Use a new line for each photographer.

If there is no photographer to credit, please write: Photos taken by submitter .

Upload file



Upload file (optional)



Applicant Company / Organisation

To be completed by the applicant company / organisation. Learning Environments Australasia (LEA) has our permission to:

Send photos, videos and information electronically to jury members (required for entry)

Yes

No

Display videos, photos and information on the LEA and LEA Awards gallery website.

Yes

No

Display photos on other sections of the website or in other marketing as representative LEA projects.

Yes

No

Use photos in LEA newsletters and Awards publicity outreach.

Yes

No

Use photos on LEA Awards marketing materials - electronic brochures, Awards ceremony slideshows, calls for entry, etc.

Yes

No

Use photos and project details in potential printed Awards publications.

Yes

No

Note: Learning Environments Australasia maintains an in-house archive of educational facility designs as part of its research library. Your information will be entered and recorded as one of those designs.

Part 10: Photos and Videos and PDF plan

Photos

Please submit up to 8 photographs (not visualisations) of your project in high and low resolution formats (8LR and 8HR = 16 photos maximum). All photographs should be submitted in .jpeg format. A **minimum** of four HR photos and four LR photos are required.

These images are viewed by the judges and may be used by Learning Environments Australasia's and its associated Chapters' for publications, marketing and promotional material.

Naming Convention:

Before uploading your photos/files - please name your photos in the following way: 1234_prjtname_1HR - please keep file names as short as possible.

Where:

- 1234 = your "ID entry number" - this number can be found under "My Entries".
- prjtname = abbreviated project name, but must be recognisable eg: StMCS for St Mary Catholic School
- 1HR = 1 is the most preferred/important photo, through to 8 being the least preferred/least important. HR for high res or LR for low res.

High resolution images: Submit images that are at least 3500 pixels wide, with a file size no larger than 20MB. Images of at least 4500 pixels wide are preferred and will enable higher-quality print coverage.

Low resolution images: Submit images that are at least 1980 pixels wide, with a file size no larger than 3MB.

PDF plan

Please submit a simplified, one page A4 PDF of a plan or diagram of your project suitable for use in publications, at least 600 DPI.

Please label your PDF as per conventions above:

1234_prjtname_PDF.

Videos

Video submissions are optional. Video clips should be limited to 3 minutes, must be tailored to respond to the relevant awards criteria, and in .mov format [5MB limit]. Alternatively, you may provide a URL link to an externally hosted video (e.g. YouTube or Vimeo).

Part 10: Photos and Video and plan PDF image

Please see instructions above for uploading photos and PDF plan. Video is optional only.

File Name (optional)

Photo Name (optional)

30 words

Photo



Photo



Photo



Photo



Photo



Photo



Photo (optional)



Photo (optional)



Photo (optional)



Photo (optional)



Photo (optional)



Photo (optional)



Photo (optional)



Photo (optional)



Photo (optional)



Photo (optional)



Plan in PDF (optional)



Part 11 - Webpage & Gallery: Publication Information

ALL information in this part is made public.

A webpage of your entry will be created from the information that you enter into this area. You can view similar webpages in the "Galleries" section of Awardforce - please see the recent 2022 LEA Awards as an example of what the webpage may look like.

The "Project Description" may be used for the text for a book and may be used in other publications, such as social media posts etc. Please ensure it "makes sense" as a summary of your project.

If you do not to publish the budget for your project, please write "Not for publication."

Part 11: Website/Gallery Information

Project Name

Project Address

Please write in the address, including the state and country.

Company/Organisation Name

Please write in the name of the Company/ies or Organisation/s who you wish to appear on the website as responsible for this project. E.g. ABC Architects in collaboration with 123 University.

Submitter

Name of the Company submitting the project for the awards.

Project Description

400 words

In this text box, please describe and summarise the project: minimum 200 words maximum 400 words.

This text may be used in LEA publications and will be displayed on the webpage.

Project Acknowledgements (optional)

200 words

Please list any person or companies who you would like to **publicly** acknowledge as taking part in this project. For example: photographer, artists whose artwork is displayed in photos, consultant team, builders etc.

If professional photographer/s have taken the photos on this webpage - please acknowledge them here.

Project Cost

NOTE:

Please write "Not for publication." if you do not want the Project Cost to appear on the webpage

OR

write in the value here, if you are willing to publicly publish the project cost (eg: "AU\$6.2 Million").

Project Image 1



One photo must be uploaded, and up to 5 photos can be uploaded for use on the webpage/gallery. These must be .jpg files.

Ideal images size is **1200 x 800 pixels (width x height)** at 72 dpi resolution. Max 5MB.

Please provide the Professional Photographer/s credit in the "Acknowledgements" box above.

You may upload one plan/section/diagram typical of your project in PDF file.

Project Image 2 (optional)



Up to 5 photos can be uploaded for possible use on the website. These must be .jpg files.

Ideal image size is 1200 x 800 pixels (width x height) at 72 dpi resolution. Max 5MB.

Please credit Professional Photographer/s in the above "Acknowledgement" box, if relevant.

Project Image 3



Project Image 4



Project Image 5



Award & Jury Citation - if relevant

800 words

This text box is to be completed by the Awards Coordinator for Judging Citations if required and will be displayed on the webpage.

EXHIBITION POSTER

2023 LE CHAPTER AWARDS POSTER REQUIREMENTS

ACT AND NSW

A3 landscape poster required.

VICTORIA AND TASMANIA

No poster required.

SOUTH AUSTRALIA

A2 portrait poster required as per described below in the 2023 LEAD Awards.

WESTERN AUSTRALIA

No poster required.

2023 LE AUSTRALASIA DESIGN (LEAD) AWARDS

Entries into the LE Australasia Design Awards MUST provide an A2 portrait poster in PDF format. Please include bleed.

This poster is to be displayed to LEA members and the general public during the annual LEA conference. Please INCLUDE information about the project and the architects/designers/educators involved, including contact information if you wish.

POSTER REQUIREMENTS - 2023 LEAD Awards

The poster will be displayed to the general public. Please include information about the project and contact information for the architects / designers / educators - eg. website, logo, email, etc..

Photographer/s name/s should be credited if relevant.

The file submitted is required to be:

A2 300dpi min resolution PDF, in PORTRAIT orientation. Minimum 8MB Maximum 20MB. Please include bleed.

Please include the following information in the lower left corner of the poster, in the order stated, left to right and in size 16 font:

Category Number: Category Name - eg Category: Outdoor Learning Area

Project Title - eg ABC University Wetlands

EXAMPLE OF TEXT LOWER LEFT CORNER OF POSTER:

Category 8: Outdoor Learning Area - ABC University Wetlands

This poster will be printed by the Awards Committee just before the awards presentation or conference and will be part of an exhibition of award entries. Please ensure that your poster is in the correct format, orientation and includes identifying information. The Awards Coordinator will not be responsible for checking the accuracy of the poster.

Part 12: Exhibition Poster

Exhibition Poster



Please refer to the information regarding poster requirements.