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**2018 LEARNING ENVIRONMENTS   
VICTORIA****/TASMANIA CHAPTER AWARDS**

**SUBMITTAL INFORMATION**

As a leader in the field of educational facilities, Learning Environments Australasia (LEA) invites you to make submissions for the 2018 Learning Environments Awards.

These Awards are open to registered LEA members - planners, school principals, bursars, consultant architectural firms or construction management firms – whose educational facilities’ projects demonstrate effectiveness in planning, design and construction of educational facilities across the Australasia region.

In this fourteenth year of these awards, LEA aims to raise the standard of educational planning and design, with a focus on educational outcomes, as it applies to all educational facilities across the Australasia region.

The core mission of the awards is to bridge the awareness of architects and school communities about the interplay between teaching and learning methodology and space by identifying examples of good educational spaces where innovative architectural ideas successfully support an educational philosophy.

**Awards will be presented at a ceremony on Friday 19 October at Alto Event Space above the GPO, Melbourne (6.00pm – 8.30pm) in the following 7 Categories:**

**Category 1: New Construction / Entire New Educational Facility**. This category applies to construction of an entire new school or educational institution. Must have been occupied at least 6 months prior to lodging the awards application (i.e. occupied from the start of Term 1, 2018) and construction completed within the last 3 years.

**Category 2: New Construction / New Individual Facility Over $8m**. This category applies to a new building in an existing school or campus. Must have been occupied at least 6 months prior to lodging the awards application (i.e. occupied from the start of Term 1, 2018) and construction completed within the last 3 years.

**Category 3: New Construction / New Individual Facility Under $8m**. This category applies to a new building in an existing school or campus. Must have been occupied at least 6 months prior to lodging the awards application (i.e. occupied from the start of Term 1, 2018) and construction completed within the last 3 years.

**Category 4: Renovation / Modernisation Over $2m**. Must have been occupied at least 6 months prior to lodging the awards application (i.e. occupied from the start of Term 1, 2018) and construction completed within the last 3 years.

**Category 5: Renovation / Modernisation Under $2m**. Must have been occupied at least 6 months prior to lodging the awards application (i.e. occupied from the start of Term 1, 2018) and construction completed within the last 3 years.

**Category 6: An Innovative Education Initiative.** Education Initiative must have been delivered to students for at least 6 months prior to lodging the awards application (i.e. curriculum delivered from the start of Term 1, 2018). Designed to showcase significant contributions to learning environments by schools, educators, students, designers, community organisations etc.

**Category 7: Landscaping/Outdoor Learning Area**. Designed to showcase outdoor learning environments targeted to improving educational outcomes. Must have been occupied at least 6 months prior to lodging the awards application (i.e. occupied from the start of Term 1, 2018) and construction completed within the last 3 years.

Project Types can include:

|  |  |  |
| --- | --- | --- |
| * Early Years | * Primary | * Secondary |
| * Specialist | * Tertiary | * Other |

The project(s) being recognised will best demonstrate the comprehensive effectiveness of planning, design and construction as outlined in the criteria section of the attached Entry Requirements.

The Entry Requirements will guide you through the process of entering the awards. Submissions are required to be submitted online via Awardforce.Should you require any additional information, contact the awards coordinator Nerissa Kamat at lea.vic.awards@gmail.com or call 0458 269 475

Thank you for entering the awards and good luck with your submission.

ENTRY REQUIREMENTS

1. **AWARD Timeline & Submission Process – 2-Step Process**

**Step 1: Register your intent to submit an award and make payment**

<https://learningenvironments.wildapricot.org/event-2998146>

Online registration & payment available from: Monday 18 July 2018, 6.00am

Registration & Payment to be received by: Friday 24 August 2018, 6.00pm

**A registration fee** of $270 AUD [+ GST] per submission is to be paid in advance.

For late registration, please contact Nerissa Kamat at lea.vic.awards@gmail.com or call 0458 269 475

**Note:** One educational facility may be entered in multiple categories. However, a $270AUD + GST fee for each time the educational facility is entered is payable. Submissions for one educational facility in multiple categories should be tailored to suit each category [text and photographs].

**Step 2: Submission of your project – via Award Force portal**

Create a log in on the Award Force Portal <https://learningenvironments.awardsplatform.com/> and you will be able to submit your project(s).

**Submission Portal Opens** Monday 30 July 2018, 6am

**Submissions Portal Closes** Friday 31 August 208, 10pm

**Ceremony**

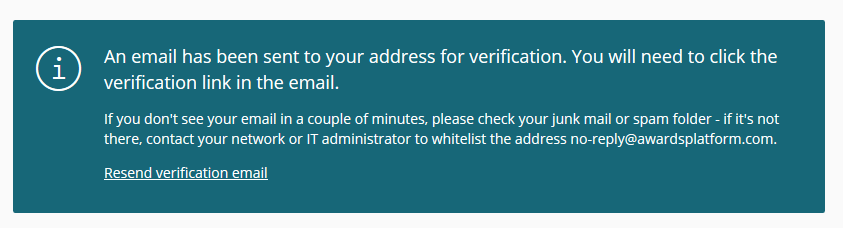
AWARDS PRESENTATION: Friday 19 October 2018 Alto Event Space, GPO Melbourne

Note that all state chapter award entries for 2018 will be able to be copied easily to the Regional Awards round in 2019. The awards coordinator will be available to assist with the process.

Entries for which no fee has been received will not be able to progress to Judging.

**How to commence your entry go to:** <https://learningenvironments.awardsplatform.com/>

Choose either **Registration** form (for new users) OR **Log in** form (for existing users from 2017).

**Registering as a new user?** You will see a message on the screen that says check your email and verify your email address.   
  
  
Entrants will not be able to start an entry until they confirm their email address.

**Existing users** – need to use the **Log in** form with your email and password from last year. If you have forgotten your password, click the *Reset password* link to reset it.  
  
Once you have logged in (and confirmed your email address) you can start your entry immediately.

**Important:** You will be able to populate responses to the awards criteria and upload plans and images within the awards platform. It will be possible to save your submission and return to it anytime during the submission period. The award criteria have been reviewed and streamlined since last year and should be a simpler process.

Entrants should allow plenty of time to prepare their entries, don’t forget to allow for any questions for the coordinator, obtaining the written statement from the school (Educational Facility Narrative) etc.

**Questions regarding Member ID or access to Award force?** Contact Soraya Ramsay at [award@a4le.org.au](mailto:award@a4le.org.au) or 0409 276 794

**Questions regarding Submissions?** Contact the Awards Coordinator Nerissa Kamat via [lea.vic.award@gmail.com](mailto:lea.vic.award@gmail.com) or 0458 269 475

**AWARD CRITERIA**The award will be presented to the entrant whose educational facility project best meets the following documented criteria. Succinct answers including bullet points are encouraged. [All criteria are equally weighted]

**All Categories:**

1. **Planning Process**:   
   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.

[400 words max for both responses in total]

**Categories 1-5 & 7:**

1. **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.   
   [250 words max]
2. **Flexibility**: Provide evidence of the unique functionality of the design as well as its responsiveness to changes in the educational program.   
   [250 words max]
3. **Innovation**: Your description could include evidence of innovative design solutions; value for money; design elements and sustainability.  
   [250 words max]

**Category 6:**

The **Innovative Education Initiative** categoryaward will be presented to the entrant whose project best meets the following criteria. [All criteria equally weighted]

1. **Innovative Program**: Evidence that the education initiative challenges and transforms the role that educational facilities play in the learning process.   
   [250 words max]
2. **Innovative** **Approach**: Evidence that the education initiative introduces innovative ideas or approaches to current practices in the development of educational facilities and aims to inform the field of educational facility planning.  
   [250 words max]
3. **Innovative Use**: Evidence that the education initiative demonstrates innovative use of an educational facility by educators and students and/or members of the community. Include any evidence of improved educational experiences for students.   
   [250 words max]

**INFORMATION REQUIRED FROM APPLICANTS – TO BE ENTERED INTO AWARDFORCE**

|  |  |  |
| --- | --- | --- |
|  |  | **Applicable to Categories** |
| Tab 1 | **Project Summary**  *NB Attachment required – Project Thumbnail in* *.jpg format 1MB size limit* | *All categories* |
| Tab 2 | **Applicant and Project Team Details** | *All categories* |
| Tab 3 | **Project Data** | *All categories* |
| Tab 4 | **Project Timeline**  *Attachment optional – Post Occupancy Evaluation in .pdf format.* | *All categories* |
| Tab 5 | **Criterion A Project Planning Process**  *Attachment allowed– Annotated photos, plans or drawings, up to 3no. supporting .jpg or .jpeg format each 1MB max file size.* | *All categories* |
| Tab 6 | **Criteria B, C, D Project Narrative**  *Attachment allowed– Annotated photos, plans or drawings, up to 3no. supporting .jpg or .jpeg format each 1MB max file size.*  **Criteria E, F, G** **Project Narrative for Category 6** *Attachment allowed– Annotated photos, plans or drawings, up to 3no. supporting .jpg or .jpeg format each 1MB max file size.* | *Criteria b) - d) apply to Categories 1-5 & 7.*  *Criteria e), f), g) apply to Category 6 only.* |
| Tab 7 | **Educational Facility Narrative** [Minimum 200 words, maximum 250 words] Statement from the Educational Facility (Principal, School Council, Science Coordinator, teachers, students etc.)   * How the educational outcomes reflect the educational facility’s philosophy, including teaching and learning support; * Outline how the stakeholder group was convened, including demonstrating the effectiveness of the engagement of the designer with the stakeholder group; * How the project has met specific requirements and needs; * How this was translated from the Education Specification and whether the outcome has met expectations; * Discussion about specific challenges presented, how those challenges were met; and * Any other points of significance regarding the project including any exceptional features.   *Attachment required - Educational facility narrative on letterhead .pdf format.* | *All categories* |
| Tab 8 | **Photos, Images and Videos – Release Permission.** *Check boxes plus for external photographers/videographers an uploaded signed letter attachment required in .pdf format* | *All categories* |
| Tab 9 | **Multi-page PDF**  *Attachment required– A single multipage A4 sized PDF file (maximum file size 10 MB)*  *File named as follows: ProjectName\_ApplicantName\_CategoryNo containing:*  *a. Set of floor plans and a site plan. Drawings to be titled and carefully edited in presentation style format, suitable for publication. Must be coloured, include a north point and suitably annotated to read at reduced size;*  *b. Overall sketch or concept drawing; and*  *c. Up to 8 screen view resolution images with titles of their location - one per A4 page.*  *Plans and photos as applicable to be submitted for Category 6.* | *All categories* |
| Tab 10 | **Photos & Videos** *Attachments required**- Up to 8 high and low resolution images**(max 16 in total) .jpeg not .tiff images.*  *File naming convention 01 of 8\_highres, 01 of 8\_lowres etc.*  ***Highres*** *300 dpi at 100%, file no larger than 10MB.*  ***Lowres*** *150 dpi at 100% file no larger than 5MB.*  *Videos are optional. Video clips should be limited to 3 minutes, must be tailored to respond to the relevant awards criteria, and can be in .wmv or .mov format [5MB limit]. Alternatively, you may provide a URL ink to an externally hosted video (e.g. YouTube or Vimeo).* | *All categories* |
| Tab 11 | **Website Information**  Project Summary [50 words max]. Project Description [350 words max]  Up to 5 photos can be uploaded for possible use on the website. These must be .jpg files. Images should be supplied in landscape format where possible. Ideal image size is 72 dpi resolution. Images must indicate photographer credit in bottom right hand corner. | *All categories* |
| Tab 12 | **Poster** | *Not applicable for State Chapter Entries* |