

LEARNING ENVIRONMENTS AUSTRALASIA  
**NSW Chapter 2017 Awards**  
INVITATION + SUBMISSION GUIDELINES

# THE AWARDS

## Background

The Learning Environments Regional Awards commenced in 2008 and are run annually. 2017 is the second year for the Learning Environments NSW Awards.

The aim of the Learning Environments Australasia **NSW Awards** is to enhance the profile of design and building development as it applies to all educational facilities across the State. It's core mission is to increase awareness, through the learning environment planning process with key stakeholders, of the interplay between teaching and learning methodology and space. This is through the identification and celebration of great examples of educational spaces where innovative architectural ideas successfully support an educational philosophy.

These awards reflect the philosophy of our organisation, which is to improve the places where people learn. The projects being recognised will best demonstrate the effectiveness of comprehensive planning, design and construction as it relates to improved teaching and learning.

The awards program is open to registered Learning Environments members, including planners, school principals, bursars, architects, builders and other specialists whose educational facilities projects demonstrate that through effectiveness in planning, design, construction and occupation, highly successful educational outcomes can be achieved.

These awards are an opportunity to celebrate, recognise and reward outstanding projects that will improve teaching and learning within NSW.

## Eligibility

Projects are eligible for nomination if they:

- are located in NSW;
- have been occupied for at least 6 months prior to lodgement;
- were built / modified within the last 3 years;
- are any level of educational institution.

## Key Dates

<b>18 September 2017</b>	<b>Invitation</b> 2017 LEA (NSW) Awards open
<b>9 October 2017</b>	<b>Registration of Intent</b> to submit to be lodged via website
<b>9 October 2017</b>	<b>Payment</b> of Registration Fee via website
<b>6 November 2017</b>	<b>Submission</b> to be lodged via Submission Portal
<b>Late November</b> (date tba)	<b>Awards Ceremony</b>

## Entry fees

- **\$270 AUD (+ GST) per entry**
- A tax invoice and payment options will be forwarded to Submitters upon registration.
- Payment must be made by 9 October 2017.
- A 50% refund will be made for any project withdrawn between the Registration of Intent to Submit and the Submission date.
- No refund will be available after the date of Submission.

## **Registration of Intent to Submit**

- **Registration Deadline 9 October 2017**
- Registration of your intention to submit is to be lodged online via the Learning Environments Australasia website ([www.a4le.org.au](http://www.a4le.org.au)).
- Registration of your intention to Submit is required to enable us to set up the Submissions Portal for your submission and in order for us to issue an invoice for payment of the registration fee.
- The registration form is to be submitted online by the date indicated, unfortunately hard copies or email copies of your registration form cannot be accepted.

## **Submission Information**

- **Project Submission Deadline 6 November 2017.**
- **Submissions will close at 11:59 pm on 6 November 2017.**
- All submissions are to be uploaded by entrant, as outlined below:
- Submission is via the Submission Portal – Awardforce. Upon registering your intention to submit you will be issued with an Awardforce user account.
- You will be able to populate responses to the awards criteria and upload plans and images within the Portal, and you can save your submission and return to it anytime during the submission period.

## **Categories**

Awards will be given in the following categories:

1. **New Facility Construction**
2. **Renovation / Modernisation**
3. **Educational Initiative or a Design Solution for an Innovative Program**

General Categories: offered at State level, with entry fee being paid for award winners (excluding commendation winners) to enter Regional Awards.

Note: Submission requirement for Regional Awards is distinctly different (and more comprehensive) than that required for NSW Awards.

## **Selection Process**

- The jury will consist of at least **three experienced industry practitioners** appointed by LEA NSW.
- Each submission, which must be presented in the prescribed format, will be reviewed and evaluated by the Jury, based on the awards criteria.
- When the jury has reduced the selection to 2-3 shortlisted projects, the jury may decide to contact the clients to personally assess the project.
- The jury reserves the right to award, make commendations or not to make an award in any category.

# CONDITIONS OF ENTRY

Learning Environments Australasia NSW Chapter (LE NSW) reserves the right to retain all entries and their images and to publish (soft copy display and online) the information submitted. Entries will not be returned to Applicants, unless requested upon submission. LEA NSW reserves the right to exhibit or publish any or all of the entries.

**By entering the Awards, the Applicant / Owners give permission to LEA NSW to publish, exhibit and promote the content of the submission.**



# SUBMISSIONS

## Format

In order to simplify the process of submission, you are only required to submit a **maximum of three A3 pages**, which will outline your project and how it responds to the Selection Criteria.

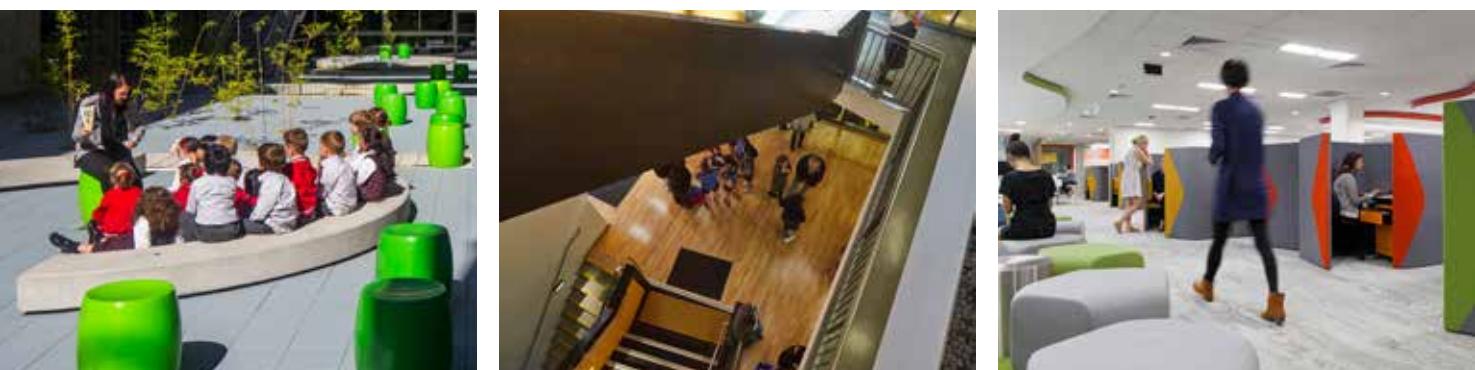
These pages can be a combination of text (dot points are fine and indeed encouraged for clarity of response) and graphics or photos. The intent is to clearly present your project in such a way that the jury can understand and assess it against the stated criteria.

Refer to page 9 for specific information on format of submission.

## Categories 1 & 2 Specifics

Of the three A3 pages:

- **Page 1**  
will provide evidence that consideration was given to the areas of student learning, curriculum delivery and Teacher professional learning, as drivers for design, via the development of an educational brief.
- **Page 2**  
will provide evidence that the design meets the requirements of the educational priorities, as set by the educational brief.
- **Page 3**  
will provide evidence of usage of design elements (materials, colour, lighting etc) that contribute to the educational environment.
- All pages will address the general selection criteria.



### **Category Three Specifics**

Of the three A3 pages:

- **Page 1**  
will provide evidence that the project (educational initiative or design solution) challenges or supports current understandings of the role that educational facilities play in the learning process.
- **Page 2**  
will provide evidence that consideration was given to the areas of student learning, curriculum delivery and Teacher professional learning, as drivers for design, via the development of an educational brief.
- **Page 3**  
will provide evidence that the design meets the requirements of the educational priorities, as set by the educational brief.
- All pages will address the general selection criteria.

### **Educational Narrative - Optional**

As an optional extra, you may submit a brief Educational Narrative from the relevant Educational Organisation, in the form of a letter or a video.

- This narrative is to provide evidence from the Learning Environment (from Principal, teachers, students or other stakeholders), into how the project has influenced educational outcomes and the changes achieved / adopted by students and teachers.



# JUDGING & ASSESSMENT CRITERIA

## General Criteria – All Categories

In addition to satisfying the specific criteria required for each category, the judging panel can also evaluate the following general criteria:

- Originality or uniqueness;
- Resourcefulness, innovation and creativity;
- Development of principles that can be widely applied.

## Category 1 – New Facility Construction

### Objective

This award recognises achievement in the construction of an entire new facility, including the development of an exterior space.

### Selection Criteria

The Award will be presented to the entrant whose project best meets the following criteria:

- Evidence that consideration was given to the areas of student learning, curriculum delivery and Teacher professional learning, as drivers for design, via the development of an educational brief.
- Evidence that the design meets the requirements of the educational priorities, as set by the educational brief.
- Evidence of usage of design elements (materials, colour, lighting etc) that contribute to the educational environment.
- General criteria as previously noted.



## **Category 2 – Renovation / Modernisation**

### **Objective**

This award recognises achievement in the renovation or modernisation of an existing facility, including the development of an existing exterior space.

### **Selection Criteria**

The Award will be presented to the entrant whose project best meets the following criteria:

- Evidence that consideration was given to the areas of student learning, curriculum delivery and Teacher professional learning, as drivers for design, via the development of an educational brief.
- Evidence that the design meets the requirements of the educational priorities, as set by the educational brief.
- Evidence of usage of design elements (materials, colour, lighting etc) that contribute to the educational environment.
- General criteria as previously noted.

## **Category 3 – Educational Initiative**

### **Objective**

This award recognises achievement in Innovation, with an emphasis on the development of an educational initiative or the design of a facility that supports an innovative program.

Designed to showcase significant contributions to an understanding of learning spaces by anyone, not just designers.

The project must have been occupied or operational for a minimum of six months prior to submission.

### **Selection Criteria**

The Award will be presented to the entrant whose project best meets the following criteria:

- Evidence that the project (educational initiative or design solution) challenges or supports current understandings of the role that educational facilities play in the learning process.
- Evidence that consideration was given to the areas of student learning, curriculum delivery and Teacher professional learning, as drivers for design, via the development of an educational brief.
- Evidence that the design meets the requirements of the educational priorities, as set by the educational brief.
- General criteria as previously noted.



# AWARDFORCE SUBMISSION REQUIREMENTS

This section provides information on the submission process through the Awardforce portal.

TAB 1	PROJECT SUMMARY	TAB 2	APPLICANT AND PROJECT TEAM DETAILS
Information Required	Comments		
Project Name	Insert Project Name	Applicant Company / Organisation Details	Insert Company / Organisation details
Project Summary Image	Insert Project Summary Image 1 MB limit	Applicant Project Role	Insert project role (Select from dropdown menu)
Project Summary Title	Insert project summary title Title of project should describe the content	Applicant Contact Name	Insert Applicant Contact Name
Approval to publish – Release Form	Select yes / no Approval to publish project information	Applicant Contact Email	Insert Applicant email address
		Applicant Contact Phone	Insert Applicant contact phone number
		Applicant Contact Address	Insert Applicant contact address
		Project Team Names	Insert names of any project team companies or collaborators who, in the event that the entry receives an award, should be acknowledged on the award certificate.  Multiple names can be inserted



<b>TAB 3</b>	<b>PROJECT DATA</b>	<b>TAB 4</b>	<b>RESPONSE TO CRITERIA</b>
Information Required	Comments		
Project Address	Insert project address		
Client Name	Insert name of Client organisation		
Client Representative Name	Insert name of Client Representative		
Client Representative Contact Number	Insert contact number		
		Submission Material	All submissions must be in electronic format only and must include compulsory material including: <ul style="list-style-type: none"> <li>• A project submission. This document is to be a maximum of 3 A3 pages and must address the selection criteria (one selection criteria per page / refer to page 5). Overall the submission should outline the key issues and ideas addressed in the project and the key contribution the project makes to improving learning, may contain text and images.</li> <li>• An abstract, for use in post award promotions and media. Maximum size 200 words.</li> <li>• Proof submission is being made with full consent of client or initiating body involved in the project. To be in the form of a letter, agreeing to the submission.</li> </ul>

		<b>TAB 5</b>	<b>CHECKLIST</b>
Educational Narrative (Optional)	<p>Submissions may include an educational narrative:</p> <ul style="list-style-type: none"> <li>• Written submission OR</li> <li>• Video</li> </ul> <p>This narrative is to provide evidence from the Learning Environment (from Principal, teachers, students or other stakeholders), into how the project has influenced educational outcomes and the changes achieved / adopted by students and teachers.</p>	Award Submission	Format: PDF Maximum size: 3 A3 pages Maximum file size: 20 MB
Images	<p>A maximum of four (4) images of the project are required, to be submitted in both High_Res and Low_Res format (maximum of eight (8) images in total).</p>	Abstract	Format: editable WORD Maximum size: 200 words
Release form for images	<p>Signed Release Form for all Video, Photographs, Images and Information.</p>	Consent for Submission	Format: PDF
		Educational Narrative	Format: Either PDF OR WMV Maximum length for video: 2 minutes
		Images	Images: Four (4) images in High Res and Low Res format Format: JPEG High_Res: at least 3500 pixels wide, 4500 pixels wide preferred which will enable higher quality print coverage Low_Res: at least 1980 pixels wide Maximum size: HR – 20 MB Maximum size: LR – 3 MB Maximum number: Four (4) High Resolution and four (4) Low Resolution
		Release form	Format: PDF



# INFORMATION OR QUERIES

Please contact the NSW Awards Coordinator:

**Felicity Lewis**

- 0410 770 950
- lea.nsw.awards@gmail.com

Images contained in this guide are extracted from the 2016 NSW Awards and we thank and acknowledge these entrants for their use.

