**AITD Excellence Awards Submission TEMPLATE**

*This template is being provided to standardise award submissions. The specific aims are (i) to show users an example of what is expected in the submission in terms of content, structure and format, and (ii) to standardise the award submissions for judging.*

 **PART A: AWARDS SUBMISSION**

**Title of your Program:**

**Name of Organisation:**(*ie the Organisation the program was designed for)*

 **Name of Supporting Organisation:***(ie as applicable, the contracted L&D specialist/group who helped design/implement the program)*

**Business needs**

*(200 words)*

**Strategic alignment**

*(200 words)*

**Design**

*(250 words)*

**Delivery**

*(250 words)*

**Measurable impact**

**(250 words)**

**What happens next?**

*(150 words)*

**Conclusion**

*(100 words)*

***PART A****: There is a word count guide: 750 – 1400 words / maximum of 4 pages for Part A*

*Please delete italic text and unused headings*

**PART B: SUPPORTING INFORMATION**

*The awards submission template includes the option to add supporting information to further enhance your submission. This allows applicants to provide additional evidence that strengthens and illustrates their entry. All supplementary materials must be clearly referenced and included directly after the main submission as appendices. Please ensure that the full submission, including appendices, is compiled into a single document and uploaded accordingly.*

 *Please ensure the full submission, including appendices, is compiled into a single* ***Word or PDF document****, as this is the required file format for uploading.*

***PART B****: There is no limit to the additional pages of supporting information, however suggestion would be to keep this to 4 pages.*

*Please delete italic text and unused headings*