**L&DI Recognition – Endorsed Awards**

**APPLICATION FORM**

 **Cover Page**

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| --- | --- |
| Programme Title |  |
| Organisation Name |   |
| Address |  |
|   |
| Name of Primary Contact and position in Organisation  |  |
| Job title |   |
|   |
| Email  |  |
|   |
| Telephone |  |
|  |  |
| Signature of Primary Contact  |
|  |
| Signature of CEO or Company Director |

**Entry Form**

L&DI welcomes outstanding and innovative developmental initiatives from organisations in any sector for consideration for an L&DI Endorsed Award.

Please draft your submission using the guiding questions in the box below. Any supporting documentation should be forwarded with your application by email to info@landdi.ie.

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| --- |
| 1. Please provide an overview of your programme\* to include Aims, Objectives, Learning Outcomes, Delivery Methodology, Learner Supports, Assessment Methodologies, Learner Evaluation Methodology, Programme Evaluation Methodology.
2. Please provide an overview of each programme module, where applicable.
3. Please provide the profiles of your facilitators i.e. tutors/mentors/coaches etc, including required qualifications, skillsets, experience or other relevant information.
4. Please provide the following additional information on the programme
* How does this initiative address genuine business or community needs?
* How does this initiative cater for the unique needs of each individual learner?
* What innovative learning and development methods make this an exceptional learning experience? Demonstrate more than just training by showing a mix of more innovative methods to align, equip capability and sustain learning.
* How does the initiative deliver measurable and cost effective business or community benefits?
* What makes this initiative sustainable – one that enables the learning to continue and that ensures transfer of learning to the workplace or community?

***L&DI reserves the right to request copies of training materials, assessment evidence and records or any other collateral relevant to evaluating the ongoing standard of the programme*** ***\*Use of the term ‘Programme’ is understood to encompass all learning initiatives and is interchangeable at the discretion of the applicant.*** |

**Declaration**

I agree that:

* I have provided all the information as requested
* I have the authority to: -
	+ Make this submission on behalf of my organisation
	+ Facilitate an open and unbiased evaluation
	+ I have knowledge of both the company and the programme to provide additional information if required

I confirm that the information provided to and with this application is true and complete to the best of my knowledge and belief.

**Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your application should be emailed to info@landdi.ie including any supporting documentation or attachments.