



**THE
LEARNING
AWARDS**

HOW TO ENTER



WHO CAN ENTER?

Any company, organisation or individual may enter the Learning Awards.

HOW DO I ENTER?

1. Complete the online Learning Awards Entry Form – <http://www.thelearningawards.com>. We will require the name, job title and contact details of the person who will be the main contact for your entry. **We recommend that you return this completed form as soon as possible so we can register your entry.**
2. Once you have been notified that your entry has been registered, send us your Learning Awards Submission Document. Take note of the submission deadline – entries received after the deadline will be automatically disqualified.

WHICH CATEGORY SHOULD I ENTER?

You may enter as many categories as you wish, although you must only submit **one unique entry per award** category (i.e. we do not allow the same project entered into multiple categories).

You cannot enter the same category if you received gold in that category this year. So, if you received a gold award for Learning Team of the Year 2016, you cannot re-enter Learning Team of the Year 2017. You may enter again the following year.

The Institute will make gold, silver and bronze awards (where applicable) in each of the categories. Choose your appropriate categories carefully and be sure to read through the Awards Category Description to check that it matches your entries. If you are unsure about which categories to enter, contact **Pauline Saunders** psaunders@thelpi.org, who will be pleased to help you.

WHAT SHOULD I INCLUDE?

Please submit your entry as a MS Word Document or PDF file, although applications will also be accepted in digital format; acceptable digital formats are Flash, MP3/4, PowerPoint Slideshow package, or web site links.

HOW LONG SHOULD MY ENTRY BE?

The word count for the entries is specified in the Awards Category Description; digital applications must be no longer than 15 minutes duration.

HOW MUCH DOES IT COST TO ENTER?

We do not charge for entries