

*Excellence in  
Distance Education  
Awards*

COMMONWEALTH of LEARNING

MATERIALS

INSTITUTIONAL ACHIEVEMENT

LEARNING EXPERIENCE

HONORARY FELLOWS OF COL

# Contacts

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## **EDEA RECOGNISING DISTANCE LEARNING EXPERIENCE:**

### **DEGREE GRANTING PROGRAMME**

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### **eLEARNING EXPERIENCES IN DIFFICULT CIRCUMSTANCES**

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[www.col.org/edea](http://www.col.org/edea)

*Entry Deadline* 31 MARCH 2006

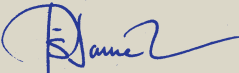
# Message

FROM THE PRESIDENT OF COL

The Commonwealth of Learning is continuing the tradition of recognising and honouring excellence in distance education through awards to be presented during the Fourth Pan-Commonwealth Forum on Open Learning: Achieving Development Goals. The Forum will take place in Ocho Rios, Jamaica, from 30 October to 3 November 2006. Since its inception as part of COL's tenth anniversary celebrations, the programme has honoured 27 individuals and 20 institutions. It has become a staple of the Pan-Commonwealth Forums on Open Learning where they are conferred at a banquet sponsored by COL.

There are four categories of awards designed to recognise excellence: at the institutional level; in the development of learning materials including a new award for reusable learning objects; and in student accomplishment including another new award for an eLearning experience under difficult circumstances. This latter award is open to those who have taken the course in effective writing offered by one of the multilateral agencies with which COL has been working. The fourth category recognises a lifetime of achievement and contribution to open and distance learning by conferring the award of Honorary Fellow of COL. This is the only award for which nominations are not sought.

I encourage our colleagues and friends in open and distance learning to submit nominations for the awards and to attend the Fourth Pan-Commonwealth Forum. The Forum is being jointly organised by COL and the University of the West Indies' Distance Education Centre (UWIDEC), in co-operation with the Caribbean Association for Distance and Open Learning; the Jamaican Association for Distance and Open Learning; the Trinidad & Tobago Distance Learning Association; and the Office of Continuing Education and Distance Learning at the University of Technology, Jamaica. The Forum's web site is [www.col.org/pcf4](http://www.col.org/pcf4).



Sir John Daniel  
President and CEO

HONORARY FELLOW OF COL (2004)



# AWARD OF EXCELLENCE FOR DISTANCE EDUCATION *Materials*

There are three categories of awards for recognition of excellence in distance education materials produced by publicly funded or not-for-profit institutions/organisations in Commonwealth countries. The three categories are:

- **Category A:** print or other "low-end" media materials, such as audio/video tapes, or a combination of these;
- **Category B:** interactive, electronically delivered materials, which may be supplemented by materials developed in other media; and
- **Category C:** the development and use of reusable learning content.

## **Categories A & B:**

COL will present up to three awards in each category. The materials may be in any language used in the Commonwealth; however, an English version of the material should be available for evaluation. The materials for Category A should be primarily print, audio/video or broadcast-based materials (or a combination), while the materials for Category B should be digital, interactive and delivered through CDs or a Web site.

To enter materials for consideration of this award, you should:

- Follow the guidelines carefully and provide the information requested in the pro forma, which can be downloaded in PDF format at [www.col.org/eeda](http://www.col.org/eeda).  
If you have any difficulty in downloading, please contact Ms. Carol Walker at COL for a faxed version.
- Include a supporting letter from the Chief Executive Officer endorsing the submission and verifying that the institution/organisation is publicly funded or not-for-profit.
- Submit sample materials (not more than two print modules/CDs/audio-video cassettes) or the address for the Web site (along with clear instructions on how to access sample materials) together with your application. COL judges

will use the sample materials and the completed submission as per the requirements outlined in the pro forma to draw up a list of materials to be examined in detail. Those short-listed will be requested to send a complete set of materials, or instructions on how to access a complete set electronically.

## Category C:

COL will present a new award in the materials category, for the Development and Use of Reusable Learning Content. The award recognises significant achievement in the innovative and effective application of learning technologies and open and distance learning (ODL) methodologies to reach students who might otherwise not have participated in the learning or training experience.

The Reusable Learning Content may support courses or programmes at any level of study across all sectors of education and training, from basic education to tertiary education, including continuing professional development. The content would normally be offered as part of a formally accredited programme. The material may be in any language used in the Commonwealth; however, an English version of the material should be available for evaluation.

Submissions are invited from publicly funded or not-for-profit Commonwealth organisations and institutions that offer courses through ODL. They will be judged on the following criteria:

- How well the learning units conform to international materials exchange standards;
- How well the units a) operate independently of learning management systems (LMSs), or b) may be transferred between LMSs;
- How the content has been reused (e.g., translated, customised, adapted or otherwise incorporated into an existing programme) by at least two other institutions, one of which is located in a second country;



# Materials

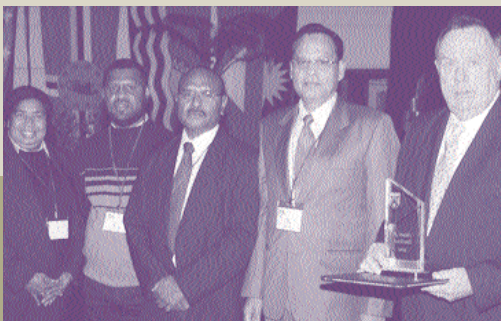
- How well the units emphasise supported learning that uses available standard formats such as RTF, XML and HTML; and
- Overall quality in meeting learning objectives.

Submissions must include:

- A statement of no more than 1,000 words describing the achievements of the organisation/institution and how the content submitted meets the criteria above (where it is not obvious from the units themselves).
- An abstract of the statement in no more than 150 words.
- Full contact information: Provide name, address, email, telephone and fax numbers of the person making the application and to whom all correspondence is to be addressed.
- A supporting letter from the Chief Executive Officer of the organisation/institution covering the submission.
- An English version of the material for evaluation in electronic format (an Internet URL is acceptable).

## Submissions should be sent to:

Ms. Carol Walker at COL (email: [cwalker@col.org](mailto:cwalker@col.org), tel: +1-604-775-8232, fax: +1-604-775-8210) on or before the entry deadline of 31 March 2006. Please state clearly on your submission that it is for the "Award of Excellence for Distance Education Materials - Category (A, B, or C)."



# AWARD OF EXCELLENCE FOR

# *Institutional* ACHIEVEMENT

COL will present up to three awards for institutional excellence. The awards recognise significant institutional achievements in the innovative and effective application of learning technologies and open and distance learning (ODL) methodologies to reach students who might otherwise not have participated in the learning or training experience.

Submissions are invited from publicly funded or not-for-profit organisations and institutions in the Commonwealth that offer courses through ODL. They will be judged on the following criteria:

- Significant institutional achievement, quality of courses and programmes offered;
- Effectiveness of course materials and learner support system;
- Effective use of appropriate technology;
- Outreach to remote, rural and marginalised communities; and
- Relevance of programmes to Millennium Development Goals.

Submissions must include:

- A statement of no more than 1000 words describing the achievements of the organisation/institution and how these relate to the Forum theme.
- An abstract of the statement in no more than 150 words.
- Description of course material development and sample course materials.
- Description of the Learner Support System.
- A supporting letter from the Chief Executive Officer of the organisation/institution covering the submission.

### **Submissions should be sent to:**

Ms. May Li at COL (email: [mli@col.org](mailto:mli@col.org), tel. +1-604-775-8257, fax: +1.604.775.8210) on or before the entry deadline of 31 March 2006. State clearly on your submission that it is for the "Award of Excellence for Institutional Achievement."

## AWARD RECOGNISING DISTANCE

# *Learning Experience*

COL will present two awards for excellence in a distance learning experience, the first recognising distance learning experience in a degree granting programme and the second recognising an eLearning experience in difficult circumstances.

In recognition of the winning submission, the learner will be provided with:

- a return air-ticket (most economical fare) to the Pan-Commonwealth Forum on Open Learning in Jamaica; and
- the Forum registration fee, accommodation and meals.

### **AWARD FOR DISTANCE LEARNING EXPERIENCE IN A DEGREE GRANTING PROGRAMME**

This award was developed to provide a forum for the expression of student experience in learning through distance education. Submissions are invited that describe a notable distance education learning experience. Eligibility is limited to citizens of Commonwealth countries.

Submissions may be made by a) educational institutions that deliver programmes directly to students, b) programme administrator/tutor, or c) students themselves, and must include:

- No more than 500 words explaining what made the distance learning experience notable, its value to the learner and to the wider community.
- A completed Learner Profile Questionnaire which can be downloaded in PDF format at [www.col.org/ede](http://www.col.org/ede) or contact Ms. Carol Walker at COL.
- A copy of official transcripts.

#### **Submissions should be sent to:**

Ms. Carol Walker at COL (email: [lmeister@col.org](mailto:lmeister@col.org), tel: +1.604.775.8232, fax: +1.604.775.8210) on or before the entry deadline of 31 March 2006. State clearly on your submission that it is for the "Award of Excellence for Distance Learning Experience".

# Learning Experience

## **AWARD FOR AN eLEARNING EXPERIENCE IN DIFFICULT CIRCUMSTANCES**

This award for an eLearning experience under difficult circumstances is designed to provide a forum for the acknowledgement of eLearning experience of learners from international organisations who have completed the COL-developed and delivered workplace eLearning courses. Submissions will describe how undertaking the course has enabled learners to overcome training constraints normally present when working in areas of conflict, natural disasters, pandemics etc. and/or from belonging to a highly mobile workforce. Submissions will also specify performance improvement gains to the learner and to the organisation.

**Eligibility:** All learners who have completed by December 2005 one of the *Writing Effectively* courses that COL has developed for the United Nations High Commissioner for the Refugees (UNHCR), the World Health Organization (WHO), the Joint United Nations Programme on HIV/AIDS (UNAIDS) or the International Federation for the Red Cross and Red Crescent Societies (IFRC).

### **Submission**

- All eligible learners (both English and French) are invited to apply.
- Submissions shall be made by learners themselves and **MUST INCLUDE** the completed learner profile questionnaire which can be downloaded in PDF format at [www.col.org/eda](http://www.col.org/eda) or contact Ms. Carol Obure at COL.

Submissions will be evaluated on the following criteria:

- successful completion of one of the COL offered *Writing Effectively* courses;
- success in overcoming training constraints in difficult conditions; and
- impact of the learning outcomes on the learner and the organisation.

### **Submissions should be sent to:**

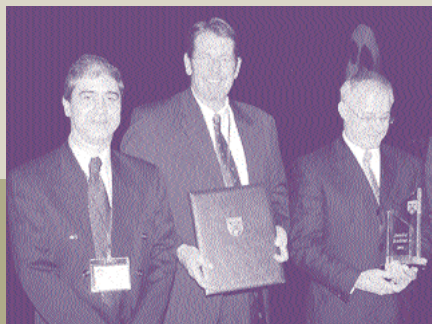
Ms. Carol Obure at COL (email: [cobure@col.org](mailto:cobure@col.org), tel: +1.604.775.8268, fax: +1.604.775.8210) on or before the entry deadline of 31 March 2006. State clearly on your submission that it is for the "Award of Excellence for eLearning Experience in Difficult Circumstances".



## JUDGING, ANNOUNCEMENTS & AWARDS

1. The President of COL will appoint a three-member judging panel for each award category. Only one of the three adjudicators will be a member of the Staff or Board of COL.
2. Only complete entries will be considered by the judging panels.
3. The panels reserve the right not to make awards in one or more categories and will not exceed the maximum number of awards stated for each category.
4. Except for the award recipients, no prior notification of the adjudication results will be made.
5. The judging panels' decisions will be final and no correspondence will be entered into regarding the selection process. Appeals will not be entertained.
6. All submissions (including courseware) for consideration by the judging panel will not be returned. They will be kept by COL as exemplars of good practice.
7. We regret that we will not be able to respond to requests on the status of your submission. The awards will be presented at the Fourth Pan-Commonwealth Forum on Open Learning in Ocho Rios, Jamaica on Thursday, 2 November 2006.
8. COL reserves the right to demonstrate the materials selected for an award with due acknowledgement to the organisations/institutions.
9. COL will not normally cover travel and accommodation costs for attendance at the Forum and presentation ceremony, except for the recipients of the Distance Learning Experience Awards.

AWARD OF EXCELLENCE  
FOR INSTITUTIONAL ACHIEVEMENT (2004)



# Honorary Fellows OF COL

The designation of Honorary Fellow of COL recognises outstanding individual contributions to distance education in the following categories: leadership/service, published works (including courseware), lectures/presentations, international/national presence and mentorship.

Consideration is normally limited to citizens of Commonwealth countries and designations are for life. COL does not seek nominations for this award.



HONORARY FELLOW OF COL (2004)

The Commonwealth of Learning (COL) is an intergovernmental organisation created by Commonwealth Heads of Government to encourage the development of open learning and distance education, through the fostering and sharing of knowledge, resources and technologies.

Headquartered in Vancouver, Canada, COL is the world's only intergovernmental organisation dedicated solely to promoting and delivering distance education and open learning, and is the only official Commonwealth agency located outside Britain.

Mandated to be in the vanguard of technological change in education and training, COL and its international network of partner organisations have helped the Commonwealth's 53 member nations and their citizens realise widespread access to quality, current education and training for over fifteen years. Fully operational since 1989, COL is financially supported by Commonwealth governments on a voluntary basis. It responds to Commonwealth needs through in-country and regional programmes and initiatives, as well as fee-for-service consulting for international agencies and national governments.



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[www.col.org/edea](http://www.col.org/edea)

*Please do not forget  
to mark clearly which award  
category you are sending a  
submission for and forward  
to the appropriate contact  
designated.*