

INNOVDEV TERMS & CONDITIONS

** Do note that the following terms and conditions may be updated periodically following programme refinements. Check back at the innovDev website for the latest terms and conditions.*

By applying to the innovDev grant, the TP&E accepts the prevailing terms and conditions of the grant including the following:

- We will send at least one of our assigned curriculum developer(s) and / or associate(s) involved in innovDev for the IAL Continuing Professional Development programme “6 Principles of Learning Design” and produce evidence of registration and programme attendance.
- We agree that we will work with the assigned consultant to identify capabilities needed by our assigned curriculum developer(s) / learning designer(s) for the course redesign and implement a corresponding development plan, involving a combination of coaching and mentoring. Such costs of equipment, resources and learning will be borne by us.
- We will have our assigned curriculum developer(s) / learning designer(s) as listed in the application form work with Innovation Centre’s appointed innovDev consultant.
- We agree that our assigned curriculum developer(s) / learning designer(s) will directly undertake the course transformation under the guidance and mentorship of the assigned innovDev consultant.
- We agree that we will provide the assigned consultant with all the documentation including course evaluation and learner feedback on the existing courses selected for redesign.
- We agree that we will not wilfully reject recommendations on the course redesign possibilities and pedagogical approaches, such as types of tools to use, software or platforms to deliver the learning, proposed by the assigned consultant as appropriate for the redesign.
- We agree that the consultant can only be tapped on for up to 35 hours under the innovDev programme and any additional hours will be negotiated directly with the assigned consultant and we will bear the corresponding costs. No monies will be disbursed to us, but the grant equivalent will be paid directly to the consultant.
- We will grant permission for the assigned consultant to record coaching interactions for IAL’s research as well as programme development and improvement purposes. In the event we are unable to grant permission, we will inform IAL before embarking on the redesign with the corresponding explanation.
- We agree to co-pay a flat non-refundable fee of \$535 w/GST (\$500 before GST) upon successful admission into innovDev, in accordance with the principle of co-payment, and as our commitment to undertaking the project and contribution to the consultant fees.

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- We will undertake and complete the redesign and development of the selected course (guided redesign), within SIX months commencing from the start date stated in the grant agreement.
- We will undertake and complete the redesign and development of at least one more course (independent redesign) on our own to demonstrate the capability development that has taken root. This will be completed within SIX months from the agreed start date, after the completion of the first guided redesign effort.
- We will submit the documentation of the (1) redesign, development and delivery process and (2) evaluation outcomes including post-course learner feedback both before and after course transformation in written report format for IAL's research and analytical purposes as well as for accountability purposes to SSG, which funds the initiative. We will present to the IAL Evaluation Panel on the redesigned courses if required.
- We will document the whole process from the first engagement with the consultant to the final delivery of the first course according to the forms provided for IAL's research and analytical purposes.
- We will participate in short interview sessions and / or surveys for IAL's innovDev evaluation and monitoring efforts to monitor the progress of capability development within the TP&E.
- We agree that should any of our assigned curriculum developer(s) / learning designer(s) leave the organisation during the innovDev project, we will replace the staff and bring him / her up to speed to complete the project accordingly.
- We agree that we will send in a written request for an extension should it be required or if there are changes made to the course transformation process / assigned staff. We are aware that these requests will be reviewed on a case-by-case basis and IAL may propose alternatives to the TP&E's revised proposal and plans. We accept that IAL's decision will be final.
- We accept that IAL and the assigned innovDev consultant will not be involved nor held accountable with regards to the accreditation and recognition of the redesigned course(s) by any organisation and / or government agency.

We understand that should we not complete fulfilment of any of the conditions above, or are in breach of any of the conditions above, IAL will claw back the amount paid by IAL to the assigned consultant up to the point of fulfilment and we will repay the entire amount ourselves to the assigned consultant. This will also affect our future participation in other innovSeries programmes involving a grant, such as innovPlus and innovJam.