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| ***Important:*** *All sections must be completed. Please email the completed application form with supporting documents to the innovDev Secretariat and inlab@ial.edu.sg. This application form will be shared with the appointed Consultant upon successful matchmaking. This application form may be revised periodically.* |

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| **Section 1: Applicant Information** |
| **Company Name** | Type Here |
| **Website** | Type Here | **UEN No.** | Type Here |
| **Representatives** | **Management** | **HR / L&D** |
| **Name** | Type Here | Type Here |
| **Designation** | Type Here | Type Here |
| **Email** | Type Here | Type Here |
| **Phone** | Type Here | Type Here |
| **Company Size** | e.g., number of employees |
| **Years of Training** | Type Here **Years** Type Here **Months** | **Number of Courses Offered** | Type Here |
| **Areas of Training** | *e.g., aerospace, retail, oil & gas, aviation, etc.* |
| **Why would you like to participate in innovDev?** |
| *Please explain briefly.* |
| **What are the guiding principles that drives your organization’s approach in courseware design and content development? Why?** |
| *Please explain briefly.* |
| **Current Course Development Approach** | [ ] Internal [ ]  Outsourced [ ] External – Bought |
| [ ] Others: *Provide more information if ‘Others’ is selected*  |
| **Current Pedagogy Approach** | *group learning, constructivist self-directed learning, collaborative social learning, etc.* |
| **SSG Skills Framework Used** | *If applicable* |

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| **Section 2A: 1st Course to Undergo Transformation (Guided Redesign)** |
| **1st Course Title** | *Please state if this course is standalone or part of a programme* |
| **1st Course Description** | *e.g., What is the purpose of the course? What is it about?* |
| **1st Course Intended Learning Outcome** | *e.g., competencies, skills, etc. learners should develop after attending this course* |
| **1st Course Has Been Running for Long?** | Type Here **Years** | **Number of Runs Per Year** | Type Here |
| **To help us understand the status and performance of this 1st Course, please attach the following documents together with this application form:**[ ]  Course Evaluation Report showing performance gaps in blended learning. Do include the context, assumptions, and caveats on how it should be read and understood[ ]  Any other supporting documents (e.g., learner feedback, issues, challenges, staff’s learning gaps faced in blending) |
| **Why was this course selected for innovDev?** |
| *e.g., what are the learning needs / performance gaps?* |
| **What does your organisation hope to achieve by putting this course through innovDev?** |
| *Explain as much as you can so that we can understand more. Describe the implications if necessary* |
| **1st Course****Technology****Tools****Integration** | **Does the 1st Course currently have any technology elements?** *(If answered ‘No’, please proceed to the next ‘Breakdown of Course Components’ box.* |
| [ ]  Yes [ ]  No |
| **What is / are the technology tool(s) currently used in the 1st Course?** |
| Type Here |
| **What is the purpose of using the technology tool(s) mentioned in the 1st Course?**  |
| [ ]  Content Transfer Use [ ]  Dialogical Use [ ]  Contextual Use |
| **What degree of technology integration is the 1st Course based on the** [**SAMR model**](https://www.schoology.com/blog/samr-model-practical-guide-edtech-integration)**?**  |
| [ ]  Substitution [ ]  Augmentation [ ]  Modification [ ]  Redefinition |
| **Breakdown****of 1st Course** **Components** |

|  |  |  |
| --- | --- | --- |
| **Modes of Delivery** | **Proportion of Blend** | **Duration** |
| Classroom Training | Type Here % | Type Here |
| Workplace Training | Type Here % | Type Here |
| Tech-Enabled Learning | Type Here % | Type Here |
|  | **Total Course Duration** | Type Here |

**\****Blended Learning – A combination of tech-enabled asynchronous/synchronous training delivery with other modes of training delivery such as classroom training and/or workplace training.* |
| **Learner Profile** | *e.g., cognitive, emotional and sociality characteristics of learners* |
| **Pre-requisite** | *e.g., beforehand knowledge, job position, language proficiency* |
| **Trainer to Learner Ratio** | **Minimum Trainer-to-Learner Ratio** | Type Here | **:** | Type Here |  |
| **Maximum Trainer-to-Learner Ratio** | Type Here | **:** | Type Here |  |
| **Brief Evaluation of 1st Course** | **Strengths** | **Weaknesses** |
| Type Here | Type Here |
| **How are learning outcomes measured and tracked?** |
| *e.g., evaluation models such as Kirkpatrick’s 4 levels of evaluation or other models* |
| **Expertise / Guidance Required** | **Please indicate the kind of guidance or expertise you would like to have from the innovDev consultant.** |
| Type Here |

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| **Section 2B: 2nd Course For Transformation (Independent Redesign)** |
| **2nd Course Title** | *Please state if this course is standalone or part of a programme* |
| **2nd Course Description** | *e.g., What is the purpose of the course? What is it about?* |
| **2nd Course Intended Learning Outcome** | *e.g., competencies, learner attributes, knowledge, skills, and abilities learners should develop after attending this course* |
| **2nd Course Has Been Running for Long?** | Type Here **Years** | **Number of Runs Per Year** | Type Here |
| **To help us understand the status and performance of this 2nd Course, please attach the following documents together with this application form:**[ ]  Course Evaluation Report showing performance gaps in blended learning. Do include the context, assumptions, and caveats on how it should be read and understood[ ]  Any other supporting documents (e.g., learner feedback, issues, challenges, staff’s learning gaps faced in blending) |
| **Why was this course selected for innovDev?** |
| *e.g., what are the learning needs / performance gaps?* |
| **What does your organisation hope to achieve by putting this course through innovDev?** |
| *Explain as much as you can so that we can understand more. Describe the implications if necessary* |
| **2nd Course****Technology****Tools****Integration** | **Does the 2nd Course currently have any technology elements?** *(If answered ‘No’, please proceed to the next ‘Breakdown of Course Components’ box.* |
| [ ]  Yes [ ]  No |
| **What is / are the technology tool(s) currently used in the 2nd Course?** |
| Type Here |
| **What is the purpose of using the technology tool(s) mentioned in the 2nd Course?**  |
| [ ]  Content Transfer Use [ ]  Dialogical Use [ ]  Contextual Use |
| **What degree of technology integration is the 2nd Course based on the** [**SAMR model**](https://www.schoology.com/blog/samr-model-practical-guide-edtech-integration)**?**  |
| [ ]  Substitution [ ]  Augmentation [ ]  Modification [ ]  Redefinition |
| **Breakdown****of 2nd Course** **Components** |

|  |  |  |
| --- | --- | --- |
| **Modes of Delivery** | **Proportion of Blend** | **Duration** |
| Classroom Training | Type Here % | Type Here |
| Workplace Training | Type Here % | Type Here |
| Tech-Enabled Learning | Type Here % | Type Here |
|  | **Total Course Duration** | Type Here |

**\****Blended Learning – A combination of tech-enabled asynchronous/synchronous of training delivery with other modes of training delivery such as classroom training and/or workplace training.* |
| **Learner Profile** | *e.g., cognitive, emotional and sociality characteristics of learners* |
| **Pre-requisite** | *e.g., beforehand knowledge, job position, language proficiency* |
| **Trainer to Learner Ratio** | **Minimum Trainer-to-Learner Ratio** | Type Here | **:** | Type Here |  |
| **Maximum Trainer-to-Learner Ratio** | Type Here | **:** | Type Here |  |
| **Brief Evaluation of 2nd Course** | **Strengths** | **Weaknesses** |
| Type Here | Type Here |
| **How are learning outcomes measured and tracked?** |
| *e.g., evaluation models such as Kirkpatrick’s 4 levels of evaluation or other models* |
| **Expertise / Guidance Required** | **Please indicate the kind of guidance or expertise you would like to have from the innovDev consultant.** |
| Type Here |

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| **Section 3: Organisation’s Curriculum Developers / Learning Designers** |
| **Principal Curriculum Developer / Learning Designer** |
| **Principal Curriculum Developer Details** |
| **Name** | Type Here | **Designation** | Type Here |
| **Email** | Type Here | **Phone** | Type Here |
| **Employee Status** | [ ]  Full-time [ ]  Part-time [ ]  Freelance [ ]  Others |
| **Years of employment / relationship with the Organisation** | Type Here |
| **Expertise and Experience** | **Brief Description of duties in Organisation:** |
| Type Here |
| **Experience and Qualifications:** *(Please attach resume as alternative if preferred)* |
| *e.g., work portfolio, years of experience, achievements in said areas of work.* |
| **List the EdTech tools Curriculum Developer/Learning Designer familiar with:** |
| *If applicable* |
| **2nd Co-Curriculum Developer / Learning Designer** *(if applicable)* |
| **2nd Co-Curriculum Developer Details:** |
| **Name** | Type Here | **Designation** | Type Here |
| **Email** | Type Here | **Phone** | Type Here |
| **Employee Status** | [ ]  Full-time [ ]  Part-time [ ]  Freelance [ ]  Others |
| **Years of employment / relationship with the Organisation** | Type Here |
| **Expertise and Experience** | **Brief Description of duties in Organisation:** |
| Type Here |
| **Experience and Qualifications:** *(Please attach resume as alternative if preferred)* |
| *e.g., work portfolio, years of experience, achievements in said areas of work.* |
| **List the EdTech tools Curriculum Developer/Learning Designer familiar with:** |
| *If applicable* |
| **3rd Co-Curriculum Developer / Learning Designer** *(if applicable)* |
| **3rd Co-Curriculum Developer Details:** |
| **Name** | Type Here | **Designation** | Type Here |
| **Email** | Type Here | **Phone** | Type Here |
| **Employee Status** | [ ]  Full-time [ ]  Part-time [ ]  Freelance [ ]  Others |
| **Years of employment / relationship with the Organisation** | Type Here |
| **Expertise and Experience** | **Brief Description of duties in Organisation:** |
| Type Here |
| **Experience and Qualifications:** *(Please attach resume as alternative if preferred)* |
| *e.g., work portfolio, years of experience, achievements in said areas of work.* |
| **List the EdTech tools Curriculum Developer/Learning Designer familiar with:** |
| *If applicable* |

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| Section 4: Terms and Conditions |
| **Acceptance of innovDev Terms and Conditions**By applying to the innovDev initiative, we, Type Organisation Name here (Organisation Name) accept the prevailing terms and conditions of the grant including the following:* We will send at least one of our assigned three curriculum developers and / or associates 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 developers / learning designers 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 developers / learning designers as listed in the application form work with Innovation Centre’s appointed innovDev consultant.
* We agree that our assigned curriculum developers / learning designers 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.
* 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 developers / learning designers 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. |
| **Recording Content**I understand that IAL wishes to record the consultation interactions for IAL’s research as well as programme development and improvement purposes. I hereby [ ]  **grant /** [ ]  **do not grant** the assigned consultant permission to record these sessions. |
| **Signatures and Endorsement for innovDev Application Submission**I, Type Name and Designation here (Name and Designation), confirm that Type Organisation Name here (Name of Organisation) has given me the authority to submit the application and that we will comply fully with the terms and conditions of innovDev if we are successful in the application. We also hereby declare that the information given in this application is true and correct to the best of our knowledge and belief. In case any information given in this application proves to be false or incorrect, we accept that our application will be rejected and we will be liable to return all monies disbursed.

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| Type Name and Designation |  | Type Organisation Name |
| Name and Designation |  | Organisation |
| Insert Signature Here |  | DD/MM/YYYY |
| Signature |  | Date |

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