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# **Individual Award – Application Form**

These awards celebrate individuals who are engaging in innovative and excellent practice using the Universal Design for Learning (UDL) framework and who deliver a more inclusive learning experience for their students. It is targeted at practitioners who have demonstrated their commitment to UDL by completing the Digital Badge in Universal Design for Teaching & Learning, and who are making exciting changes to their practice as a result of this. Applicants must demonstrate how their practice has developed and expanded beyond the scope of what was required of them when completing the Digital Badge. This is not limited to academic/teaching staff.

The purpose of this application is to:

* Outline the context before the UDL journey was started
* Demonstrate the steps that have been taken so far towards embedding UDL
* Share future plans to build on the good practice identified

**Outlining the context of your work is vital to the application.** This allows reviewers to have a benchmark against which to track UDL implementation. Applications that have not adequately established the context will not proceed in the review process.

Applications will be scored based on the rubric. Please complete all sections of this form, including the privacy statement at the end.

Should you wish to submit a video application, this should be clearly structured based on the below criteria and be between 15-20 minutes. Applications will be reviewed based on the evidence provided and not the production value of the video.

This application is only open to staff of organisations within the Republic of Ireland.

**Name:**

**HEI/FE College:**

**Role:**

**Have you completed the Digital Badge?**

**Have you completed the Facilitator Badge?**

**Organisation:**

1. **Describe the context of your learning environment, considering the following (max 500 words):**
* How large are your groups of learners? What is the range of diversity in your classroom(s)/module(s)? What discipline do you teach?
* Explain the reasons why you implemented UDL in this context.
* Consider organisational structure and how that has a bearing on your work.
1. **Outline your implementation of UDL (max 1000 words) (20 points):**
* What did you hope to achieve? What were the key steps you took in your implementation of UDL?
* How did you plan this process? How did you set objectives?
* How did you monitor progress?
* Did you allow time for reflection throughout the redesign process?
* How did you engage with other stakeholders? For example, are you working with other colleagues or management to implement UDL?
* Evidence self-evaluation, good practice, and areas for improvement.
1. **Describe how you have measured the impact of the redesign on your students (max 500 words) (10 points):**

Performance - retention, progression, results

* Learner experience of the programme/module
* How they are engaging with their learning differently
* Feedback - qualitative or quantitative
* How is this information being used to inform your practice?

**\* If you are including student data in any format, please ensure this adheres to your organisation’s GDPR requirements.**

1. **Describe how you have contributed to the wider recognition of UDL within your context/organisation (max 500 words) (10 points)**
* How have you influenced colleagues to adopt UDL practices or complete the Digital Badge?
* Have you shared your good practice with colleagues or with external stakeholders?
* In what ways have you raised awareness of UDL within your organisation?
1. **Outline how you plan to improve your UDL implementation in the future (max 500 words) (10 points)**
2. **Please provide a 50-word summary of your application and social media handles.** This will be used in promotional materials should you proceed to the final. This will not be judged as part of your application.

Applications will be screened initially by AHEAD and UCD ALL. An international panel of experts will then review and shortlist successful applications.

**Key Dates:**

* Information event for applicants Thursday 12 May.
* Applications close Sunday 5 June.
* Review process from 6 June until 22 July - we aim to inform shortlisted applicants in August.
* Shortlisted applicants will proceed to the final mid-October - this will be an in-person and virtual event. Finalists will be required to present in front of a live judging panel and winners will be selected that evening.
* Special publication showcasing award applicants and winners – late 2022.

**Privacy Statement (please complete)**

**How your data is processed:**

AHEAD/UCD Access and Lifelong Learning (UCD ALL) will only process and share your data for the purpose of your application for the John Kelly Awards. The information will be supplied by you, the applicant, in either written or video submission. Your name, email address and role within your organisation will be collected as well as any details about that organisation you wish to supply as part of your application such as names of colleagues, organisational policies, structures, etc.

This information will be reviewed jointly by AHEAD and UCD ALL in the first instance and then a review panel of international experts (some of whom may be outside of the EEA) for the purposes of determining eligibility for the John Kelly Awards.

AHEAD/UCD ALL as coordinators of the awards will be able to view and store your full details. Your data will be stored on either Office 365 or Google Drive and will be shared via email with the international panel.

In order to capture the excellent practice within the sector and add to the wider literature on UDL, it is intended that applications submitted may be included in a special publication later this year.

The information provided may also be used as anonymised examples in a thematic analysis carried out by AHEAD and UCD ALL which may also be published.

The information will be jointly held by AHEAD and UCD ALL for a period of one year. By consenting to this privacy statement, you provide the legal basis for the collection and storage of your personal data for the purposes of the Awards process.

If you do not consent to your information being shared, this cannot be reviewed by the panel and your application will not proceed. If you wish to object to these details being processed or wish to have them erased please contact Daniel Elliott, UCD daniel.elliott@ucd.ie.

Under GDPR, a data breach which is reportable to the Data Protection Commissioner must be reported no later than 72 hours after awareness is made of it. All breaches or suspected breaches should therefore be reported to the UCD Data Protection Officer gdpr@ucd.ie without delay for assessment.

**Proof of Consent (to be kept by AHEAD/UCD)**

I confirm that I have read and understood the information provided to me. **Yes/No**

I consent to the information provided by me to be reviewed for the purposes of the John Kelly Award. **Yes/No**

I give permission to AHEAD/UCD to publish the application in the AHEAD Journal. **Yes/No**

**Signature:**

**Completed applications should be sent to:** Daniel Elliott,UCD daniel.elliott@ucd.ie

