

Score Card for PACE Outstanding Training Project Award

Description: This award recognizes an outstanding individual or collaborative team who develop and implement industry specific adult training through a public or private partnership.

Directions: Score each bulleted criterion from 1 to the highest possible score, based on the award submission write-up. Point values are located behind each individual criterion; each bulleted criterion has a point value of 1 or 2. Total the score in each section. Add the sections to determine the final score.

Scoring Rubric Criterion and Point Values	Points Available for Section	Awarded Score
1. Needs Assessment (Description of Need) • The need for training is clearly described. (2) • The needs assessment that was conducted measures the discrepancy between “beginning” and “desired” conditions. (2) • The needs assessment includes every stakeholder in the partnership. (2) • The needs assessment results are used to develop the training plan. (2) • The training plan has clear outcomes which flow from the needs assessment. (2)	10	
2. Creativity/Customization • The partners identified a problem and created a training solution. (2) • The training activities are clearly described. (2) • The training is unique to the entity for which it was developed. (2) • The training introduces significant positive change for the participating organizations. (2) • The process (rollout) of implementing the training is clearly described. (2) • All required resources identified in the needs assessment (human/equipment) were used efficiently to implement the training. (2)	12	
3. ROI • The training was fully implemented. (1) • The candidate provided evidence that the training met the intended outcomes - narrative (testimonials) or metrics or both. (2) • There is an ongoing evaluation plan for the training which includes the stakeholders. (1)	4	

4. Partnerships Developed • The partners had an agreed vision of common goals. (1) • Roles/Responsibilities for each partner organization were identified. (1) • The management/leadership structure for the project was well-defined among the partners. (1) • The funding and allocation of resources of the training project was clarified among the partners. (1)	4	
5. Conventions of Submission (OPTIONAL SECTION) • Sections are clearly written. • All details are relevant. • Conclusions flow from details. • Appropriate language for intended audience.		
TOTAL	30	