



## Nominating a learning provider: Guidance notes

All nominations must be submitted [online](#).

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### About West Midlands Adult Learning Awards

The West Midlands Adult Learning Awards seek to recognise and celebrate the achievements of adult learners, businesses, providers and wider partners across the West Midlands Combined Authority (WMCA) area. Through these awards, we are looking to:

- Raise the profile of adult learning across the region.
- Engage more residents, businesses and wider stakeholders in adult learning.
- Capture and celebrate good practice in adult learning across the region.
- Showcase the full range of economic and social benefits of adult learning.
- Demonstrate the impact of skills devolution, enabling us to make the case for further devolution.

Award winners are selected for a range of awards across four nomination categories:

- Individual learner
- Tutor
- Employer
- Learning provision (includes learning providers and partnerships)

### Why nominate?

By nominating an individual learner, provider, tutor or employer you can celebrate their successes. Providers and employers can showcase their work and use it for both recruitment and reputation purposes. Individuals could showcase it on their CVs or LinkedIn profiles to highlight their commitment to professional development and learning.

### Selection of award winners – key dates

- All nominations **must** be submitted by Friday 2 February 2024 at 12.00 noon GMT.
- Winners will be selected in March 2024.
- Winners and their nominators will be notified by 31 March 2024.
- Nominators of non-winners will be sent a certificate of achievement to present to their nominee.
- Winners will be announced on 27 June 2024.

The deadline for nominations is final and there will be no extensions provided.

If you haven't heard from us by the end of March 2024, please assume that your nominee has not been selected as an award winner on this occasion. The decisions of the selection panel are final.

### **Guidance notes and eligibility criteria**

We're looking for provision that has had a transformational impact on learners. These opportunities should be funded by WMCA, through Community Learning funding, Adult Education Budget (AEB), Skills Bootcamps, Free Courses for Jobs or Multiply. Specifically, this includes supporting learners to increase their skills, ability and confidence including providing routes into employment or progression at work, or other learning opportunities which may not have been possible previously. We want to recognise that learning doesn't just stay in the classroom. We are also looking for provision that motivates people to take up learning, especially those who may lack the confidence to do so.

Outstanding learning provision will have:

- Provided clear learning progression routes in learning and/or work.
- Demonstrated strong outcomes and impact through the delivery of high-quality teaching and learning.
- Demonstrated how the learning has helped improve/change learners' lives and the lives of their families, friends, their workplace or the community.
- Met the needs of local people, businesses and economy.

### **Innovative Delivery award**

The winner of this award needs to showcase outstanding creativity and innovation in the delivery of provision. They should be able to demonstrate successful and impactful outcomes for learners and their organisations, as well as impacts on wider society and economy.

### **Successful Partnership award**

We are looking for organisations that have worked with, or are currently working with, a partner to successfully deliver inclusive, effective and impactful provision. We are particularly interested in cross-sector partnerships, for example with health or employment support services, business support or employers. We are also interested in working between providers, for example further education and higher education institution collaboration. The partnership needs to benefit both organisations, demonstrate clear outcomes and should be inspiring and be easily replicated by other organisations.

### **Engaging Adults in Learning award**

This award is for outstanding commitment to helping individuals in the WMCA area to gain the skills and support that they need for life, work or to access good work. The winner should be able to provide evidence of how they have effectively engaged adults furthest away from the labour market, and how the learning has made a difference to learners' experiences, opening up other opportunities and impacting those around them.

### **Community Learning Provider of the Year award**

This award is for providers delivering outstanding community learning provision funded either through Community Learning funding, Multiply, Adult Education Budget, Skills Bootcamps, SWAP/gateway provision or Free Courses for Jobs. The winner should be able to demonstrate how they effectively support adults who are taking their first step into learning or who are returning to learning after many years. Nominees should outline the impact they have made to the local

community, for example increase in civic engagement, volunteering, participation in local communities/from groups of learners who are perceived to be hard to reach and are underrepresented in adult learning.

### **Innovative Careers Intervention award**

This award is for any innovative careers intervention funded by WMCA, including those embedded in wider skills training. The winner should be able to demonstrate how they are supporting young people or adults to make well informed career decisions. Nominees should outline their careers intervention, the role of career professionals in delivery, approaches to employer engagement, and the outcomes and impact that this has on young people/adults. The nomination should illustrate how the intervention is innovative and could be replicated by others.

### **Learning provider eligibility criteria**

- Nominations are open to learning provision based in the West Midlands where at least two months of the learning activity has taken place between 1 January 2023 and 1 February 2024.
- These opportunities should be funded by WMCA, through Community Learning funding, Adult Education Budget (AEB), Skills Bootcamps, Free Courses for Jobs or Multiply.
- A learner's statement must be included in the nomination.
- There is no limit to the number of nominations that one nominator can make. However, nominations for one nominee from multiple nominators are not accepted.
- Nominations for provision that has been nominated in previous years, or provision that has won awards as part of other award initiatives, will be accepted.
- Nominations must be authorised by a relevant senior manager before submission.

### **How to submit a nomination**

Please read through the following guidance carefully.

- The awards nominations process is [online](#).
- Nominations should be submitted online by the **nominator**.
- One form should be completed per nominee.
- There are four different online nomination forms for:
  - Individual learners
  - Tutors
  - Learning provision
  - Employers
- Based on the information provided, nominations for learning provision will be considered for all relevant awards.
- Nominations for learning provision will need to include a written statement from at least one learner. It is the nominator's responsibility to explain the process to the learner and obtain the relevant written statement for inclusion in the nomination.
- The online nomination form needs to be completed in one sitting. You cannot save a partially completed nomination form and return to it later. Therefore, we strongly advise you to prepare and draft your nomination using the nominations questions form.
- It is possible to submit multiple nominations. Once one nomination has been completed and submitted online, you will be able to begin the form again to start a new nomination.

## **Preparing and drafting nominations**

The questions within the learning provider nomination form have been provided in a separate form to help you prepare and draft your nomination. We recommend that you use this document to do this for the following reasons:

- It will enable you to review all questions on the nomination form before completing any answers. The online nomination form requires you to complete one section before you can move on to view the next.
- You will be able to work on your nomination form without being connected to the internet. An internet connection is required to work on the online nomination form.
- Should you encounter any technical issues with the online form, you will still have a saved copy of your work in a Word document.
- To keep a copy of your final nomination for your own records. Once your nomination has been submitted, you will no longer be able to access it online.

When you are happy with your nomination, complete the online form by copying answers from each box in your pre-prepared Word version into the relevant boxes of the online nomination form. Please note that we cannot accept nomination forms that are sent to us using the Word document. It has been provided to help you to draft your nomination only.

## **Technical or accessibility issues and other support**

If you have any questions about the nominations process or are unable to complete the online nominations form due to technical or accessibility issues, please contact [westmidawards@learningandwork.org.uk](mailto:westmidawards@learningandwork.org.uk)

We will respond to emails as soon as possible (usually within two working days).