

Nominating a tutor

Guidance notes and tutor nomination form questions

All nominations must be submitted online

Contents

About West Midlands Adult Learning Awards.....	1
Guidance notes and eligibility criteria	2
How to nominate.....	3
Nomination questions	4

About West Midlands Adult Learning Awards

The West Midlands Adult Learning Awards seek to recognise and celebrate the achievements of local learners, businesses, providers and wider partners. 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 24 February 2023 at 12.00 noon GMT.
- Winners will be selected by mid-March 2023.
- Winners and their nominators will be notified by 31 March 2023.
- Nominators of non-winners will be sent a certificate of achievement to present to their nominee.
- Winners will be announced in May 2023 (date tbc).

The deadline for nominations is final and there will be no extensions provided. If you haven't heard from us by the middle of April 2023, please assume that your nominee has not been selected as an award winner on this occasion. The decisions of the selection panel is final.

Guidance notes and eligibility criteria

We are looking for inspirational tutors, teachers or people who deliver training as part of their job, who have supported learners in a range of contexts to enable them to make significant progress in their lives. Winners will demonstrate that their passion and commitment to teaching and learning has made a transformational impact on the development of the learners that they teach. The learning is the crucial part of our winners' stories and it is the outcome from their teaching that makes the tutor eligible. The teaching must take place within a provider that is funded through the West Midlands Adult Education Budget.

Outstanding tutors will have helped their learners to:

- Take the first or next steps into learning
- Build their confidence
- Learn new skills for personal or professional development
- Achieve something they never thought was possible
- Completely transform their lives or the lives of those around them
- (Where relevant) improve their skills for employability and professional development, progress in their careers or retrain for new job roles or new responsibilities within existing job roles.

Winners should have demonstrated a strong commitment to their own professional development, investing their time and attention to enhance their subject expertise and improve their teaching practice to benefit their learners even more.

The learning is the essential part of all of our winners' stories and it is the outcome from their teaching that makes the tutor eligible for an award.

Nominations can be made by learners or by colleagues.

Tutor eligibility criteria

- Nominations are open to teachers, tutors and trainers based with providers in the West Midlands only.
- Tutors must deliver provision funded through the Adult Education Budget.
- There is no limit to the number of nominations that one nominator can make. However, we do not accept nominations for one nominee from multiple nominators.
- Nominations for tutors who have been nominated in previous years, or who have won awards as part of other award initiatives, will be accepted.
- Posthumous or self-nominations are not accepted.

How to nominate

Please read through the following guidance carefully.

- The awards nominations process is **online**.
- Nominations should be submitted online by the **nominator**.
- There are four different online nomination forms for:
 - Individual learners
 - Tutors
 - Learning provision
 - Employers
- 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 this document in advance.
- 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.
- Nominations for tutors will need to include written statements from the nominee. It is the nominator's responsibility to explain the nominations process to the nominee and obtain the relevant written statements from the nominee for inclusion in their nomination.
- Nominations for tutors will also 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 tutor's nomination.

Preparing and drafting nominations

The questions within the tutor nomination form have been provided here 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 this 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 from your pre-prepared Word version into the relevant boxes of the online nomination form.

Please note that we cannot accept nomination forms that are submitted using this document. This document 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@learningadnwork.org.uk

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

Nomination questions

Please note: Questions marked with a * are compulsory.

Section 1: Nominator details

First name *	
Surname *	

If you are nominating someone in a personal capacity (for example if you are a friend or family member of the nominee) please state 'N/A' here for job title, organisation name and organisation type)

Job title *		
Organisation name *		
Organisation type (tick one): *	Local authority – adult education service	
	Further education college	
	Higher education institution	
	Independent training provider	
	Other post-16 education provider	
	Other voluntary sector or charitable organisation	
	N/A	
	Other	
If other please state:		

Please provide at least one telephone number and email address. We may need to contact you urgently at any time during winter 2022/spring 2023 by email or telephone if any further information about your nominee is required.

Main email address *	
Main telephone number *	

Please provide your postal address. All nominees that are not selected for awards will receive a certificate of achievement and these will be sent to the nominator by post (around May 2023), to present to the nominee.

Address line 1 *	
Address line 2	
Address line 3	
Town/City *	
County *	
Post code *	

Do you know the nominee personally or are you submitting the nomination on behalf of someone else? Select one of the following three options. *		
a) I know the nominee personally		
Please state your relationship to the nominee:		
b) I am submitting the nomination on behalf of my organisation		
Please confirm who has provided the information for the nominator statements.	Name	
	Job title	
	Relationship to nominee	
c) I am submitting the nomination on behalf of someone else who knows the nominee personally		
Please state brief reason for submitting the nomination on behalf of someone else		
Please confirm their details	Name	
	Relationship to nominee	

We expect to be notifying nominators of award winners between 23 March and 30 March 2023. If you will be unavailable for all or a significant part of this time period, please let us know which dates you are unavailable and who we can contact in your absence for initial notification and discussion.	
Dates unavailable between 23 March and 30 March 2023:	

Publicity arrangements: award winners may generate local, regional and sometimes national press and media interest. If your nominee is selected for an award, West Midlands Combined Authority would like to liaise with their organisation's press / marketing team or other appropriate person for this purpose. Please provide the relevant contact details.	
Name / Email / Phone no.	

Chief executive or senior member of staff: If your nominee is selected as a national award winner we would like to invite the chief executive/principal or other appropriate member of senior management from their organisation to attend the awards ceremony. Please provide the relevant contact details.	
First name: *	
Surname: *	
Job title: *	
Organisation: *	
Main email address: *	

Main telephone number: *	
--------------------------	--

How did you hear about the awards? Tick all that apply. *	
Colleague / Employer	
I have nominated previously	
Press	
Social media	
Website	
Email	
Other	
If other please state	

Section 2: About your nominee

Please provide your nominee's contact details:	
First name: *	
Surname: *	
Nominee's name as it should appear on their certificate: *	
Main email address: *	
Main telephone number: *	
Address line 1 *	
Address line 2	
Address line 3	
Town/City *	
County *	
Post Code *	

What subject/s does your nominee teach? *	
---	--

Where has your nominee's teaching taken place? Tick all that apply. *	
Local authority – adult education service	
Further education college	
Higher education institution	
Other post-16 education provider	
At a place of employment	
In the community	
Online	
Other	
If other please state:	

In which area within the West Midlands does the teaching take place? Please select all that apply. *	
Birmingham	
Coventry	
Dudley	
Sandwell	
Solihull	
Walsall	
Wolverhampton	

Section 3: Nominator statements

<p>Nominator statement Part A *</p> <p>Please tell us about the nominee's teaching including what they teach, where, how often and who their learners are.</p> <p>Maximum 150 words.</p>

<p>Nominator statement Part B *</p> <p>Why does your nominee deserve an award? Tell us:</p> <ul style="list-style-type: none"> • What is remarkable about their teaching practice? What makes them stand out as an exceptional tutor? How do they go above and beyond for their learners? • What difference has their teaching made to their learners? • How have they demonstrated their commitment to their own professional development? • How do they/how could they inspire other tutors to improve their teaching practice? <p>Maximum 350 words</p>

<p>Nominator statement Part C – Learner statement *</p> <p>Please include at least one testimony from a learner about why they think the tutor deserves an award. Please include the name/s of the learner/s providing the testimony.</p> <p>Maximum 150 words</p>

--

Section 4: Nominee statements

Nominee statement Part A – Tell us about the teaching *

Please tell us about your teaching including:

- What you teach, where, and how often
- Who your learners are

Maximum 150 words

--

Nominee statement Part B – Why *

Please tell us about why you teach e.g.:

- Why you were inspired to teach?
- What motivates you as a tutor?

Maximum 200 words

--

Nominee statement Part C – The impact of your teaching *

Please tell us about the difference that your teaching has made. This might include:

- How your teaching has made a positive difference to the learners you work with.
- How your teaching has made a difference to the community or had a wider social impact.
- How your role and your approach has made a difference in your organisation, or to colleagues.

Maximum 300 words

--

Nominee statement Part D – Your own professional development

Please tell us about your own learning journey. What do you do for your own professional development as a tutor?

Maximum 200 words

Section 5: Declarations (to be completed by the nominator)

Private information and publicity – please read

If your nominee is selected as a winner, we may want to

- Write a profile about the tutor.
- Have professional photos taken.
- Have a professional film made where tutor and learners will be interviewed about the teaching.
- Invite them to an awards event where they will be presented with their certificate, have more photos taken and be asked to talk more about the learning.

Award winners often attract interest from local, regional and sometimes national press and media. We may want to share their story, images or interview with them to use in press releases. We may also contact them if there are additional publicity opportunities, such as interviews for radio or TV. If there is any information you have included in this nomination that you do not wish to be made public please let us know below.

If there is any information you have included in this nomination that you do not wish to be made public please let us know here.

Festival of Learning is England's largest and longest-running celebration of lifelong learning, run by Learning and Work Institute. Please tick this box if you DON'T want your nomination to also be considered for a Festival of Learning award.

Nominator's declaration*:

By submitting this form and ticking the box, I confirm that:

- The nominee's permission has been sought to nominate them for an award.
- I give my consent to West Midlands Combined Authority to use the information in this nomination for the sole purposes described above.

- My nominee gives their consent to West Midlands Combined Authority to use the information in this nomination for the sole purposes described above.
- The information supplied in this nomination is correct to the best of my knowledge and the statements are true and accurate.