

Nominating a learning provider

Guidance notes and learning provision 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 submit a nomination	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're looking for provision that has had a transformational impact on learners. The provision should be funded through the Adult Education Budget in the West Midlands, and can also include Construction Gateway, Bootcamps and Free Courses for Jobs. Specifically, this includes supporting learners to increase their skills, ability and confidence including providing routes to employment 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 families or communities with opportunities to learn together.
- Provided clear learning progression routes or contributed to motivational learning journeys.
- Demonstrated how the learning has helped improve/change learners' lives and the lives of their families, friends, colleagues or the community.
- Supported individuals to improve their skills for employability and professional development, or to progress in their career or retrain for new job roles or new responsibilities within existing job roles.
- Used outstanding creativity and innovation or have worked in partnership to significantly benefit those participating in the project.
- Demonstrated success in engaging those families and communities who are furthest away from learning and employment, and which shows clear individual and community-wide benefits.
- Illustrated the transformational power of learning in relation to learning as a family, in a community environment or in relation to work.
- Provided evidence of how the learning has made a difference to learners' experiences, opening up other opportunities and impacting on those around them.
- Made a very strong case for devolution of learning and skills funding.

Innovative Delivery award

The winner of this award needs to showcase outstanding creativity and innovation in the delivery of provision funded through the Adult Education Budget in the West Midlands, including Construction Gateway, Bootcamps and Free Courses for Jobs. 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 funded organisations that have either worked with, or are currently working with, a partner to successfully deliver inclusive, impactful and demonstrably effective provision. We are particularly interested in cross-sector partnerships, for example with health or employment support services. The partnership needs to benefit both organisations, demonstrate clear outcomes and should be inspiring and be easily replicated by other organisations. The provision should be funded through the Adult Education Budget in the West Midlands, which can include Construction Gateway, Bootcamps and Free Courses for Jobs.

Engaging Adults in Learning award

This award is for outstanding commitment to helping individuals in the West Midlands 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 provision, 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 through the Adult Education Budget. 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, increase of volunteer pool in the area, increase participation in local communities/from groups of learners who are very hard to reach and are underrepresented in adult learning.

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 2022 and 1 February 2023.
- The provision must be funded through the Adult Education Budget, and can also include Construction Gateway, Bootcamps and Free Courses for Jobs.
- A learner's statement must be included in the nomination of the provision.
- 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**.
- 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 learning provisions 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.

Preparing and drafting nominations

The questions that form the project nomination form have been provided within this document 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 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 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@learningandwork.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.

Which award category are you nominating for? Please select one. *	
Innovative Delivery Award	
Successful Partnership Award	

Engaging Adults in Learning Award	
Community Learning Provider Award	

Section 1: Nominator details

First name *	
Surname *	

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 us with 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 the learning provision you are nominating is required.	
Main email address *	
Main telephone number *	

Please provide your postal address. All learning provisions 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 learning provision team.	
Address line 1 *	
Address line 2	
Address line 3	
Town/City *	
County *	
Post code *	

Are you an employee of the learning provision you are nominating? *		
Yes		
	If Yes, please state your role in relation to the learning provision	
No		

If No, please state your relationship to the learning provision you are nominating	
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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 and who we can contact in your absence for initial notification and discussion.

Dates unavailable between 23 and 30 March 2023:	
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Publicity arrangements: award winners may generate local, regional and national press and media interest. If the learning provision you are nominating is selected for an award, we would like to liaise with the organisation's press / marketing team or other appropriate person for this purpose. Please provide the relevant contact details.

Name / Email / Phone no.	
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Chief executive or senior member of staff: If the learning provision you are nominating is selected as a national award winner we would like to invite the chief executive/principal or other appropriate member of senior management from the organisation to attend the awards ceremony. Please provide the relevant contact details.

First name: *	
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Surname: *	
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Job title: *	
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Organisation: *	
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Main email address: *	
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Main telephone number: *	
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How did you hear about the awards? Tick all that apply. *

Colleague / Employer	
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I have nominated previously	
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Press	
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Social media	
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Website	
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Email	
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Other	
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If other please state	
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Section 2: About your nominee

Name of Learning provision *	
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Please provide contact details for the person who has overall responsibility for this learning provision (e.g. manager, organisation CEO):	
First name: *	
Surname: *	
Main email address: *	
Alternative email address:	
Main telephone number: *	
Alternative telephone number:	
Address line 1 *	
Address line 2	
Address line 3	
Town/City *	
County *	
Post code *	

How many learners has the learning provision engaged with in the past year? *	
0 – 10 learners	
11 – 25 learners	
26 – 50 learners	
51 – 75 learners	
76 – 100 learners	
More than 100 learners	

What type of organisation leads this learning provision? *	
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	
Other	
If other please state:	

Where has the learning delivered by the learning provision taken place? Tick all that apply. *	
Local authority – adult education service	
Further education college	
Higher education institution	
Other post-16 education provider	
At the learners' place of work	
In the community	
Online	

Other	
If other please state:	

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

Section 3: Statements

<p>Nominator statement Part A *</p> <p>Please tell us about the learning provision you are nominating including:</p> <ul style="list-style-type: none"> • The aim and objectives of the provision • Who the learners are, including the number of learners and outcomes achieved • The learning activities that take place (e.g. what, where, how often) including online or blended learning <p>Maximum 350 words.</p>

<p>Nominator statement Part B *</p> <p>What difference has the learning provision made to the learners? Please provide evidence and examples and include data on impact wherever possible.</p> <p>Maximum 450 words</p>

<p>Nominator statement Part C *</p> <p>Why does this learning provision stand out? For example</p> <ul style="list-style-type: none"> • What is remarkable about this learning provision? What makes it stand out as exceptional?

- Have there been any wider impacts of the learning provision, for example on the local community?
- How is this learning provision innovative?

Maximum 250 words

Learner statement Part D *

Please include at least one testimony from a learner about the difference the learning has made to them and why they think the learning provision deserves an award. Please include the name/s of the learner/s providing the testimony.

Maximum 200 words

Section 4: 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 use the information within this form to:

- Write a profile about the provision.
- Have professional photos taken.
- Have a professional film made where learners will be interviewed about the learning.
- 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.	
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Nominator's declaration*:

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

- The nominee's permission (i.e. the permission of the person who has overall responsibility for the learning provision) 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.