# Nominate an outstanding tutor questions

Please note: Questions marked with a \* are compulsory.

## Section 1: Nominator details

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| **First name \*** |  |
| **Surname \*** |  |

If you are nominating someone as their learner or 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)

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| **Job title \*** |  |
| **Organisation name \***  |  |

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| **Please provide at least one telephone number and email address. We may need to contact you urgently at any time during February or March 2024 by email or telephone if any further information about your nominee is required.** |
| **Main email address \*** |  |
| **Main telephone number \*** |  |

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| **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**  |  |
| **b) I am submitting the nomination on behalf of my organisation** |  |
| **c) I am submitting the nomination on behalf of someone else who knows the nominee personally** |  |

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| **We expect to be notifying nominators of award winners in March 2024. 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 in March:** |  |
| **Alternative contact person name:**  |  |
| **Alternative contact person job title:** |  |
| **Alternative contact person email address:**  |  |
| **Alternative contact person phone number:** |  |

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| **Publicity arrangements: Award winners often generate local, regional and sometimes national press and media interest. If your nominee is selected for an award, we would like to liaise with your organisation’s press / marketing team or other appropriate person for this purpose. Please provide the relevant contact details.** |
| **Name \*** |  |
| **Job title: \*** |  |
| **Main email address: \*** |  |
| **Main telephone number: \*** |  |

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| **Learning provider chief executive or senior member of staff: If your nominee is selected as an award winner we may invite the chief executive/principal or another member of senior management to attend the awards ceremony. Please provide the relevant contact details.** |
| **First name: \*** |  |
| **Surname: \*** |  |
| **Job title: \*** |  |
| **Organisation: \*** |  |
| **Main email address: \*** |  |
| **Alternative email address:** |  |
| **Main telephone number: \*** |  |
| **Alternative telephone number:** |  |

## Section 2: About your nominee

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| **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: \*** |  |

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| **What subject/s does your nominee teach? \*** |  |

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| **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**  |   |
| **Libraries/museums/archives/arts**  |   |
| **At a place of employment**  |   |
| **In the community**  |   |
| **In prison**  |   |
| **In the armed forces**  |   |
| **Online**  |   |
| **Other**  |   |
| **If other please state:**  |   |

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| **In what region did your nominee’s teaching take place? (if your nominee’s teaching was entirely online, please select the region they are located in) Please select one.** \* |
| **East of England** |  |
| **East Midlands** |  |
| **London** |  |
| **North East England** |  |
| **North West England** |  |
| **South East England** |  |
| **South West England** |  |
| **West Midlands**  |  |
| **Yorkshire and the Humber** |  |

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| **If the teaching took place in the West Midlands, please indicate where in the West Midlands the teaching took place? Please select all that apply.** \* |
| **Birmingham** |  |
| **Coventry** |  |
| **Dudley** |  |
| **Sandwell** |  |
| **Solihull** |  |
| **Walsall** |  |
| **Wolverhampton** |  |
| **Online** |  |

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| **This nomination form is being used for the national Festival of Learning Awards and the West Midlands Adult Learning Awards. Please indicate which awards you are nominating for.** \* |
| **Both Festival of Learning Awards and West Midlands Adult Learning Awards** |  |
| **West Midlands Adult Learning Awards only** |  |
| **Festival of Learning Awards only** |  |

## Section 3: Nominator statements

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| **Nominator statement Part A\*****Please tell us about the nominee’s teaching including what they teach, where, how often and who their learners are.**Maximum 150 words.  |
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| **Nominator statement Part B \*****Why does your nominee deserve an award? Tell us:*** **What is remarkable about their teaching practice? What makes them stand out as an exceptional tutor?**
* **How have they demonstrated their commitment to their own professional development, and how do they use this in their teaching? What impact has this had on their provision/learners?**
* **How do they/how could they inspire other tutors to improve their teaching practice?**

Maximum 300 words |
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| **Nominator statement Part C – Learner statement \*****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.**Maximum 150 words |
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## Section 4: Nominee statements

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| **Nominee statement Part A – Tell us about the teaching and why \*****Please tell us about your teaching including:*** **What you teach, where, and how often**
* **Who your learners are**
* **What motivates you as a tutor? Why were you inspired to teach?**

Maximum 200 words |
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| **Nominee statement Part B – 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 200 words |
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| **Nominee statement Part C – Your own professional development****Please tell us about your own learning journey.** * **What do you do for your own professional development as a tutor?**
* **How do you use this in your teaching?**
* **What difference has it made?**

Maximum 300 words |
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## Section 5: Declarations (to be completed by the nominator)

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| 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 the 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 their teaching.

*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.** |
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| **Would you like to join any of our mailing lists (using the main email address you have provided above) to be kept informed of Learning and Work Institute’s activities?** **Tick all that apply. \*** |
| **Festival of Learning / Lifelong Learning Week** |  |
| **Monthly L&W newsletter** |  |
| **Events** |  |
| **Labour market analysis** |  |
| **I do not wish to join any of your mailing lists** |  |