# Nominate an outstanding employer 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 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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| **Are you an employee of the employer you are nominating?** \* | | | | |
| **Yes** | |  |
| **If Yes, please state your job role/title at this employer** | | |  |
| **No** | |  |
| **If No, please state your relationship to the employer you are nominating** | | |  |

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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 the employer 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 \*** |  |
| **Job title: \*** |  |
| **Main email address: \*** |  |
| **Main telephone number: \*** |  |

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| **Chief executive or senior member of staff: If the employer you are nominating is selected as a 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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| **Name of employer \*** |  |

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| **Please provide contact details for an appropriate senior member of staff within the employer (usually a chief executive or senior manager) who has agreed to the organisation being nominated:** | |
| **First name: \*** |  |
| **Surname: \*** |  |
| **Main email address: \*** |  |
| **Main telephone number: \*** |  |

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| **What is the size of the employer? \*** | |
| **Micro business (0-9 employees)** |  |
| **Small business (10-49 employees)** |  |
| **Medium business (50 – 249 employees)** |  |
| **Medium-large business (250 – 999 employees)** |  |
| **Large business (1000+ employees)** |  |

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| **Approximately how many members of staff has the employer engaged or supported in learning in the past year? \*** | |
| **0 – 10 learners** |  |
| **11 – 25 learners** |  |
| **26 – 50 learners** |  |
| **51 – 75 learners** |  |
| **76 – 100 learners** |  |
| **More than 100 learners** |  |

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| **What is the main business sector of the employer? Tick all that apply. \*** | | |
| **Agriculture, horticulture and animal care** | |  |
| **Arts, media and publishing** | |  |
| **Business, administration and law** | |  |
| **Construction, planning and built environment** | |  |
| **Education and training** | |  |
| **Engineering and manufacturing technologies** | |  |
| **Health, public services and care** | |  |
| **Information and communication technology** | |  |
| **Leisure, travel and tourism** | |  |
| **Retail and commercial enterprise** | |  |
| **Other** | |  |
| **If other please state:** |  | |

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| **In what region does the learning take place? Please select all that apply** \* | |
| **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 learning took place in the West Midlands, please indicate where in the West Midlands the learning 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: Statements

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| **Part A\***  **Please tell us about the employer’s approach to workforce development, including a description of:**   * **Workplace learning, training or development activity/activities – e.g. what, why, where, how often?** * **Who the learners are – e.g. is it all staff, certain job roles, particular team/s or department/s?**   Maximum 300 words. |
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| **Part B \***  **What difference has the workplace learning made to:**   * **Individual staff (the learners)** * **The business as a whole** * **(If relevant) The local community**   **Please provide evidence and examples and explain how impact is measured, monitored and evaluated.**  Maximum 350 words |
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| **Part C \***  **Why does this employer and the workplace learning provision available to staff stand out? For example**   * **What is remarkable about the employer and their approach to staff learning and development? What makes it stand out as exceptional?** * **Have there been wider impacts of the staff learning and development, for example on the local community? Are there any statistics or measures that demonstrate this?** * **How is the approach to workplace learning and development innovative?**   Maximum 250 words |
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| **Part D – Learner statement \***  **Please include at least one testimony from a learner about the difference the learning has made to them at work, and why they think the employer deserves an award. Please include the name/s of the learner/s providing the testimony.**  Maximum 200 words |
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## Section 4: 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 employer. * Have professional photos taken. * Have a professional film made where staff and learners will be interviewed about the workplace 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.** |
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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** |  |