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# Individual learner nomination questions

All nominations must be submitted [**online**](https://online1.snapsurveys.com/3sld4y). However, we strongly advise that you prepare and draft your nomination first. We recommend that you use this document because:

* 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.
* Should you encounter any technical issues with the online form, you will still have a saved copy of your work in a Word document.
* You will have 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.

**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.

# Nomination 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 individual learner 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 one telephone number and email address. We may need to contact you urgently at any time during February or March 2025 by email or telephone if any further information about your nominee is required.** |
| **Email address \*** |  |
| **Telephone number \*** |  |

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| **We expect to be notifying nominators of award winners in March 2025. 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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| **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. If you are nominating as an individual or are unsure how this would apply to your nomination, please provide your contact details.** |
| **Name \*** |  |
| **Job title:**  |  |
| **Email address: \*** |  |
| **Telephone number: \*** |  |

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| **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 for the relevant organisation (e.g. learning provider or employer). If you are nominating as an individual or are unsure how this would apply to your nomination, please provide your contact details.** |
| **Name: \*** |  |
| **Job title:**  |  |
| **Organisation: \*** |  |
| **Email address: \*** |  |
| **Telephone number: \*** |  |

# Section 2: About your nominee

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| **Where in the West Midlands did the learning/teaching take place? Please select all that apply.** **\*** |
| **Birmingham** |  |
| **Coventry** |  |
| **Dudley** |  |
| **Sandwell** |  |
| **Solihull** |  |
| **Walsall** |  |
| **Wolverhampton** |  |
| **Other** |  |
| **If other please state** |  |
| **Is your nomination for: \*** |
| **A learner** | Yes |
| **An educator** |  |
| **Learning provision** |  |
| **An employer** |  |

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| **Which one of the following awards is your nomination *most* suitable for? Please note, your nomination will be considered for all relevant awards. Further information about each of the award categories can be found in the** [**guidance**](https://www.wmca.org.uk/ALA)**. \*** |
| **Inspirational Learner of the Year** |  |
| **Workplace Learning Achievement** |  |
| **Skills for Life Achievement** |  |
| **Learning for Work** |  |

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| **Please provide your nominee’s contact details:** |
| **First name: \*** |  |
| **Surname: \*** |  |
| **Nominee's name as it should appear on their certificate: \*** |  |
| **Email address: \*** |  |
| **Telephone number: \*** |  |

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| **Please provide your nominee’s age** **\*** |
| **Age** |  |

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| **Where has your nominee’s learning 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 work** |  |
| **In the community** |  |
| **In prison** |  |
| **In the armed forces** |  |
| **Online** |  |
| **Other** |  |
| **If other please state:** |  |

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| **If your nominee’s learning has taken place within a prison, please confirm by ticking the relevant box that either:** |
| **The nominee is on probation and the probation officer has given permission for this nomination to be made.** |  |
| **The nominee is currently in prison and the head of learning and skills has given permission for this nomination to be made.** |  |

# Section3: Nominator statements

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| **Nominator statement Part A\*****Please tell us about the nominee’s learning journey including:** * **How their learning journey began**
* **What learning has taken place and when, where, qualifications achieved etc**
* **Their current and/or future planned learning activities.**

Maximum 150 words |
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| **Nominator statement Part B \*****Why does your nominee deserve an award? Tell us:*** **What is remarkable about the impact of their learning achievements? (This could be the impact on them, their family, friends, workplace, community etc)**
* **What challenges have they overcome and how?**
* **How do they/how could they motivate and inspire others to learn?**

**Please tailor your response to the award category you think is most relevant to the nominee.**Maximum 200 words |
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# Section 4: Nominee statements

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| **Nominee statement Part A\*****Please tell us about why you have done this learning. What was your motivation? What did you hope to achieve?**Maximum 150 words |
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| **Nominee statement Part B\*****Please tell us about the difference that your learning has made.** **This might include:*** **How it has made a difference to you personally (e.g. to your physical or mental health, your job or career, progression to further learning, your confidence and self-esteem etc)**
* **(If relevant) How it has made a difference to your family and/or friends**
* **(If relevant) How it has made a difference to your community or had a wider social impact**

Maximum 200 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 will: * Write a profile about them and their learning.
* Have professional photos taken of them.
* Have a professional film made about them where they will be interviewed about their learning and impact.
* 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 learning and impact.

*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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| **Learning and Work Institute is working with the West Midlands Combined Authority to deliver the West Midlands Adult Learning Awards.** **Do you want this nomination to also be considered for the national adult learning awards delivered by Learning and Work Institute in 2025?** |
| **Yes** |  |
| **No** |  |

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| **In order for this nomination to be submitted, you must agree to the following statements: \*** |
| **I confirm that the nominee has agreed to be nominated** |  |
| **I consent to the West Midlands Combined Authority and Learning and Work Institute processing the data for the purposes of the awards** |  |