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# Educator 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** |  |
| **An educator** | Yes |
| **Learning provision** |  |
| **An employer** |  |

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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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| **If applicable, what subject/s does your nominee teach/support/manage?**  |  |

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| **What type of learning provision does your nominee work in? 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:**  |   |

# Section 3: Nominator statements

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| **Nominator statement Part A\*****Please tell us about the nominee’s role and how they work with learners. For example, what they teach or how they support teaching and learning, where and who the 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 practice? What makes them stand out as an exceptional educator?**
* **How have they demonstrated their commitment to their own professional development, and how do they use this in their role? What impact has this had on their provision/learners?**
* **How do they/how could they inspire other educators to improve their practice?**

**Please tailor your response to the award category you think is most relevant to the nominee.**Maximum 300 words |
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| **Nominator statement Part C \*****Please include at least one testimony from a learner about why they think the educator 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 \*****Please tell us about your role as an educator including:*** **What you teach or how you support teaching and learning**
* **Who your learners are**
* **What motivates you? Why were you inspired to teach/support teaching and learning?**

Maximum 150 words |
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| **Nominee statement Part B \*****Please tell us about the difference that your role has made. This might include:*** **How your teaching/support has made a positive difference to the learners you work with**
* **How your teaching/support 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 \*****Please tell us about your own learning journey.** * **What do you do for your own professional development?**
* **How do you use this in your role?**
* **What difference has it made?**

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.
* Have professional photos taken.
* Have a professional film made where they and learners or colleagues will be interviewed.
* 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 work 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** |  |