# Nominate an outstanding adult learner 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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| **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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| **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.** |  |

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| **In what region did your nominee’s learning take place? (if your nominee’s learning 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 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** |  |

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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 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 the be 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?**

Maximum 350 words |
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## Section 4: Nominee statements

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| ***Nominee statement Part A – Tell us about the learning* \*****Please tell us about your learning journey including:** * **What you have learned? Where did the learning take place? When did the learning take place?**
* **What you are currently learning and what learning you plan to do in the future?**

Maximum 150 words |
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| ***Nominee statement Part B – Motivation for learning* \*****Please tell us about why you have done this learning. What was your motivation? What did you hope to achieve?**Maximum 200 words |
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| ***Nominee statement Part C – The difference the learning has made* \*****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, 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 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 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.
* 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.

*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** |  |