



Nominating a tutor: Guidance notes

All nominations must be submitted [online](#).

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About West Midlands Adult Learning Awards

The West Midlands Adult Learning Awards seek to recognise and celebrate the achievements of adult learners, businesses, providers and wider partners across the West Midlands Combined Authority (WMCA) area. Through these awards, we are looking to:

- Raise the profile of adult learning across the region.
- Engage more residents, businesses and wider stakeholders in adult learning.
- Capture and celebrate good practice in adult learning across the region.
- Showcase the full range of economic and social benefits of adult learning.
- Demonstrate the impact of skills devolution, enabling us to make the case for further devolution.

Award winners are selected for a range of awards across four nomination categories:

- Individual learner
- Tutor
- Employer
- Learning provision (includes learning providers and partnerships)

Why nominate?

By nominating an individual learner, provider, tutor or employer you can celebrate their successes. Providers and employers can showcase their work and use it for both recruitment and reputation purposes. Individuals could showcase it on their CVs or LinkedIn profiles to highlight their commitment to professional development and learning.

Selection of award winners – key dates

- All nominations **must** be submitted by Friday 2 February 2024 at 12.00 noon GMT.
- Winners will be selected in March 2024.
- Winners and their nominators will be notified by 31 March 2024.
- Nominators of non-winners will be sent a certificate of achievement to present to their nominee.
- Winners will be announced on 27 June 2024.

The deadline for nominations is final and there will be no extensions provided.

If you haven't heard from us by the end of March 2024, please assume that your nominee has not been selected as an award winner on this occasion. The decisions of the selection panel are final.

Guidance notes and eligibility criteria

We are looking for inspirational tutors, teachers or people who deliver training as part of their job, who have supported learners in a range of contexts and who have shown a commitment to their own professional development. Winners will demonstrate that their passion and commitment to teaching and learning, and to their own professional development, has made a transformational impact on the learners that they teach, and thereby the outcomes that learners achieve. The teaching must take place on a programme that is funded by the WMCA.

Nominations can be made by learners or by colleagues.

Tutor eligibility criteria

- Nominations are open to teachers, tutors and trainers delivering training funded by WMCA.
- There is no limit to the number of nominations that one nominator can make. However, we do not accept nominations for one nominee from multiple nominators.
- Nominations for tutors who have been nominated in previous years, or who have won awards as part of other award initiatives, will be accepted.
- Posthumous or self-nominations are not accepted.

How to submit a nomination

Please read through the following guidance carefully.

- The awards nominations process is [online](#).
- Nominations should be submitted online by the **nominator**.
- One form should be completed per nominee.
- There are four different online nomination forms for:
 - Individual learners
 - Tutors
 - Learning provision
 - Employers
- Nominations for tutors will need to include written statements from the nominee. It is the nominator's responsibility to explain the nominations process to the nominee and obtain the relevant written statements from the nominee for inclusion in their nomination.
- Nominations for tutors will also need to include a written statement from at least one learner. It is the nominator's responsibility to explain the process to the learner and obtain the relevant written statement for inclusion in the tutor's nomination.
- The online nomination form needs to be completed in one sitting. You cannot save a partially completed nomination form and return to it later. Therefore, we strongly advise you to prepare and draft your nomination using the nomination questions form document in advance.
- It is possible to submit multiple nominations. Once one nomination has been completed and submitted online, you will be able to begin the form again to start a new nomination.

Preparing and drafting nominations

The questions within the tutor nomination form have been provided in a separate form to help you prepare and draft your nomination. We recommend that you use this document to do this for the following reasons:

- 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.
- You will be able to work on your nomination form without being connected to the internet. An internet connection is required to work on the online nomination form.
- Should you encounter any technical issues with the online form, you will still have a saved copy of your work in a Word document.
- To keep 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.

When you are happy with your nomination, complete the online form by copying answers from each box from your pre-prepared Word version into the relevant boxes of the online nomination form. 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.

Technical or accessibility issues and other support

If you have any questions about the nominations process or are unable to complete the online nominations form due to technical or accessibility issues, please contact westmidawards@learningandwork.org.uk.

We will respond to emails as soon as possible (usually within two working days).