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# Employer 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 \*** |  |

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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** |  |

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| **Is your nomination for: \*** |
| **A learner** |  |
| **An educator** |  |
| **Learning provision** |  |
| **An employer** | Yes |

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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)**. \*** |
| **Workplace Learning Champion** |  |
| **Inclusive and Innovative Recruitment and Career Champion** |  |

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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: \*** |  |
| **Email address: \*** |  |
| **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:** |  |

# Section3: Nominator statements

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| **Nominator statement 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 200 words |
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| **Nominator statement 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 include data on impact wherever possible.** **Please tailor your response to the award category you think is most relevant to the nominee.**Maximum 250 words |
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| **Nominator statement Part C \*****Why does this employer and the workplace learning provision stand out? For example:*** **What is remarkable or exceptional about the employer and their approach to staff learning and development?**
* **How is the approach to workplace learning and development innovative?**
* **How does the approach align with West Midlands regional priorities including at a local level (e.g. skills for local industries, community development or social mobility)?**
* **Have there been wider impacts of the staff learning and development, for example on the local community?**
* **Has the employer or workplace learning provision been recognised through other awards or certifications?**

**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 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 150 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 will: * 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 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 the workplace 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** |  |