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# Learning provision 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** | Yes |
| **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)**. \*** |
| **Inclusive Learning Provision** |  |
| **Successful Partnerships** |  |
| **Engaging Adults in Learning** |  |

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| **Name of learning provider or project\*** |  |

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| **Please provide contact details for the person who has overall responsibility for this learning provision (e.g. manager, organisation CEO):** |
| **First name: \*** |  |
| **Surname: \*** |  |
| **Email address: \*** |  |
| **Telephone number: \*** |  |

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| **How many learners has the learning provision engaged with 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 type of organisation leads this learning provision? \*** |
| **Local authority – adult education service** |  |
| **Further education college** |  |
| **Higher education institution** |  |
| **Independent training provider** |  |
| **Libraries, museums, archives or arts** |  |
| **Offender learning provider** |  |
| **Armed forces** |  |
| **Union** |  |
| **Other post-16 education provider** |  |
| **Other voluntary sector or charitable organisation** |  |
| **Other** |  |
| **If other please state:** |  |

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| **Tick all applicable locations where this learning provision has taken place. \***  |
| **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 learning provision you are nominating including:*** **The aim and objectives of the provision**
* **Who the learners are, including the number of learners and outcomes achieved**
* **The learning activities that take place (e.g. what, where, how often) including online or blended learning**

Maximum 300 words |
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| **Nominator statement Part B \*****What difference has the learning provision made to the learners? 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 300 words |
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| **Nominator statement Part C \*****Why does this learning provision stand out? For example:*** **What is remarkable or exceptional about this learning provision?**
* **How is this learning provision innovative?**
* **How does the provision align with West Midlands regional priorities (e.g. skills for local industries, community development or social mobility)?**
* **Have there been any wider impacts of the learning provision, for example on the local community or employers?**
* **Has the 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 \*****Please include at least one testimony from a learner about the difference the learning has made to them and why they think the learning provision deserves an award. Please include the name/s of the learner/s providing the testimony.** Maximum 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 learning provision.
* Have professional photos taken.
* Have a professional film made where learners and staff will be interviewed about the learning provision and impact.
* Invite relevant staff and/or learners to an awards event where they will be presented with their certificate, have more photos taken and be asked to talk more about the learning provision 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** |  |