

**Nominating a Learning provision**

**Guidance notes and learning provision nomination form questions**

**All nominations must be submitted** [**online**](http://www.festivaloflearning.org.uk/2022-nominations)

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**About Festival of Learning 2022 awards**

There are two core aims of Festival of Learning. Firstly to celebrate learning and its benefits and secondly to engage learners, or rather encourage and inspire those that do not already take part in learning. Festival of Learning awards are a central part of this, showcasing the wide-ranging impacts learning has on individuals, families, communities and employers. Award winners are selected for a range of awards across four nomination categories:

* Individual learner
* Tutor
* Employer
* Learning provision (includes learning provider and partnerships)

***Selection of award winners – key dates***

* All nominations **must** be submitted by Tuesday 1 February 2022 at 12.00 noon GMT.
* Shortlisted nominees will be announced in early March 2022.
* Winners will be selected by the mid-March 2022.
* Winners and their nominators will be notified by 31 March 2022.
* Nominators of non-winners will be sent a certificate of achievement to present to their nominee in May 2022.
* Winners will be announced in late June 2022 (date tbc).

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

If you haven’t heard from us the middle of April 2022, please assume that your nominee has not been selected as an award winner on this occasion.The decisions of the selection panel and Learning and Work Institute’s patron and president are final.

**Nominating learning provisions**

We are looking for transformational and innovative learning projects or provision that would motivate people to take up learning, especially those who may lack the confidence to do so, and that could be replicated or adapted by other learning providers and partnerships.

We want to hear about learning provision that is supporting learners to increase their skills, ability and confidence. This could include providing routes to employment or other learning opportunities which may not have been possible previously, and that have used outstanding creativity and innovation and/or have worked in partnership to significantly benefit the learners.

Tell us about the provision’s learning activities, we are particularly interested in online or blended learning.

The project/provision may have helped the learners to:

* learn new skills for personal or professional development
* learn together in their families or communities
* achieve something they never thought was possible
* completely transform their lives and the lives of those around them.

Winners of this category will demonstrate that the learning undertaken as part of the provision has resulted in a positive difference to learners’ lives and the lives of their families, friends, colleagues and / or the community and will be inspirational to others who hear or read about it.

The learning is the essential part of all of our winners’ stories and it is the outcome from this learning that makes the provision eligible for an award.

Your nomination will give the provision recognition, celebrate the positive impact of the provision and its leaders, increase engagement with new participants, and boost the self-confidence of the learners.

***Learning provision eligibility criteria***

* Nominations are open to learning provision, learning groups, learning providers and partnerships of learning providers based in England where at least two months of the learning activity has taken place between 1 January 2021 and 1 February 2022.
* The provision must provide learning opportunities for adults who are aged 18 or over.
* A learner’s statement must be included in the nomination of the provision.
* There is no limit to the number of nominations that one nominator can make. However, nominations for one nominee from multiple nominators are not accepted.
* Nominations for provision that has been nominated in previous years, or provision that has won awards as part of other award initiatives, will be accepted.
* Armed Forces provision organised outside England can be nominated. The appropriate Headquarters address should be used.
* Nominations must be authorised by a relevant senior manager (e.g. Learning Provision Manager, organisation CEO) before submission. (Please note, an information sheet for nominees including answers to FAQs is available on the [Festival of Learning website](http://www.festivaloflearning.org.uk/2022-nominations).)

**The online nominations process: Submitting a nomination for a learning provision**

Please read through the following guidance carefully.

* The Festival of Learning 2022 awards nominations process is **online**.
* Nominations should be submitted online by the **nominator**.
* There are four different online nomination forms for:
  + Individual learners
  + Tutors
  + Learning provision
  + Employers
* 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 this 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.
* Nominations for learning provisions will 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 nomination.

***Preparing and drafting nominations***

The questions that form the project nomination form have been provided within this document 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 this 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 in your pre-prepared Word version into the relevant boxes of the online nomination form.

Please note that we cannot accept nomination forms that are submitted using this document. This document 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 the Festival of Learning team at [fol@learningandwork.org.uk](mailto:fol@learningandwork.org.uk)

We will respond to emails as soon as possible (usually within one working day).

**Festival of Learning 2022 awards: Nomination questions - projects**

*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 \*** |  | |
| **Organisation type (tick one): \*** | **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** |  |
| **N/A** |  |
| **Other** |  |
| **If other please state:** |  | |

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| **Please provide us with at least one telephone number and email address. We may need to contact you urgently at any time during winter 2021/spring 2022 by email or telephone if any further information about the learning provision you are nominating is required.** | |
| **Main email address \*** |  |
| **Alternative email address** |  |
| **Main telephone number \*** |  |
| **Alternative telephone number** |  |

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| **Please provide your postal address. All learning provisions that are not selected for awards will receive a certificate of achievement and these will be sent to the nominator by post (around May 2022), to present to the learning provision team.** | |
| **Address line 1 \*** |  |
| **Address line 2** |  |
| **Address line 3** |  |
| **Town/City \*** |  |
| **County \*** |  |
| **Post code \*** |  |

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| **Are you an employee of the learning provision you are nominating?** \* | | | | |
| **Yes** | |  |
| **If Yes, please state your role in relation to the learning provision** | | |  |
| **No** | |  |
| **If No, please state your relationship to the learning provision you are nominating** | | |  |

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| **We expect to be notifying nominators of award winners between 21 and 31 March 2022. If you will be unavailable for all or a significant part of this time period, please let us know which dates and who we can contact in your absence for initial notification and discussion.** | |
| **Dates unavailable between 21 and 31 March 2022:** |  |
| **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: Festival of Learning award winners often generate local, regional and sometimes national press and media interest. If the learning provision you are nominating is selected for an award, Learning and Work Institute would like to liaise with the organisation’s press / marketing team or other appropriate person for this purpose. Please provide the relevant contact details.** | |
| **First name: \*** |  |
| **Surname: \*** |  |
| **Job title: \*** |  |
| **Main email address: \*** |  |
| **Alternative email address:** |  |
| **Main telephone number: \*** |  |
| **Alternative telephone number:** |  |

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| **Chief executive or senior member of staff: If the learning provision you are nominating is selected as a national award winner we would like to invite the chief executive/principal or other appropriate member of senior management from the organisation 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:** |  |

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| **How did you hear about the Festival of Learning awards? Tick all that apply. \*** | | |
| **Colleague / Employer** | |  |
| **I have nominated previously** | |  |
| **Press** | |  |
| **Social media** | |  |
| **Website** | |  |
| **Email** | |  |
| **Other** | |  |
| **If other please state** |  | |

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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** |  |
| **Monthly L&W newsletter** |  |
| **Conferences, training and events** |  |
| **Labour market analysis** |  |
| **I do not wish to join any of your mailing lists** |  |

**Section 2: About your nominee**

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| **Name of Learning provision \*** |  |

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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: \*** |  |
| **Main email address: \*** |  |
| **Alternative email address:** |  |
| **Main telephone number: \*** |  |
| **Alternative telephone number:** |  |
| **Address line 1 \*** |  |
| **Address line 2** |  |
| **Address line 3** |  |
| **Town/City \*** |  |
| **County \*** |  |
| **Post code \*** |  |

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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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| **Where has the learning delivered by the learning provision 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 the learners’ place of work** | |  |
| **In the community** | |  |
| **In prison** | |  |
| **In the armed forces** | |  |
| **Online** | |  |
| **Other** | |  |
| **If other please state:** |  | |

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| **In what county/counties does the learning take place? Please select all that apply.\*** | | | |
| **East of England** | | | |
| **Bedfordshire** |
| **Cambridgeshire** |
| **Essex** |
| **Hertfordshire** |
| **Norfolk** |
| **Suffolk** |
| **East Midlands** | | | |
| **Derbyshire** | |
| **Leicestershire** | |
| **Lincolnshire** | |
| **Northamptonshire** | |
| **Nottinghamshire** | |
| **Rutland** | |
| **London** | | | |
| **London** | |
| **North East England** | | | |
| **County Durham** | |
| **Northumberland** | |
| **Tyne and Wear** | |
| **North West England** | | | |
| **Cheshire** | |
| **Cumbria** | |
| **Greater Manchester** | |
| **Lancashire** | |
| **Merseyside** | |
| **South East England** | | | |
| **Berkshire** | |
| **Buckinghamshire** | |
| **East Sussex** | |
| **Hampshire** | |
| **Isle of Wight** | |
| **Kent** | |
| **Oxfordshire** | |
| **Surrey** | |
| **West Sussex** | |
| **South West England** | | | |
| **Bristol** | |
| **Cornwall** | |
| **Devon** | |
| **Dorset** | |
| **Gloucestershire** | |
| **Somerset** | |
| **Wiltshire** | |
| **West Midlands** | | | |
| **Birmingham and West Midlands** | |
| **Herefordshire** | |
| **Shropshire** | |
| **Staffordshire** | |
| **Warwickshire** | |
| **Worcestershire** | |
| **Yorkshire and the Humber** | | | |
| **East Riding of Yorkshire** | |
| **North Yorkshire** | |
| **South Yorkshire** | |
| **West Yorkshire** | |

**Section 3: Statements**

*For guidance about completing the nominator statements and writing a good nomination, please see the* [*Festival of Learning website*](http://www.festivaloflearning.org.uk/2022-nominations)*.*

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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** * **The learning activities that take place (e.g. what, where, how often) including online or blended learning**   Maximum 350 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 explain how impact is monitored and evaluated.**  Maximum 450 words |
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| ***Nominator statement Part C \****  **Why does this learning provision stand out? For example**   * **What is remarkable about this learning provision? What makes it stand out as exceptional?** * **Have there been any wider impacts of the learning provision, for example on the local community?** * **How is this learning provision innovative?**   Maximum 250 words |
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| ***Learner 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 a Festival of Learning award. Please include the name/s of the learner/s providing the testimony.**  Maximum 200 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 may want to   * Write a profile about the project/provision to include in an award winners booklet. * Have professional photos taken to include in an award winners booklet. * Have a professional film made where project staff and learners will be interviewed about the project/provision. * 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 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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| *We will publicly announce the names of shortlisted nominees in early March 2022. For learning provision nominees this will include the learning provision name and the name of the lead organisation (but no other information). The names will be announced on the Festival of Learning website and via a press release. We will notify the nominators of shortlisted nominees by email at the time the announcement is made.*  **Please confirm that you and the person who has overall responsibility for the learning provision give consent for both the learning provision and organisation names to be announced publicly in this way if shortlisted, or that providing consent at this time is not possible.** | |
| **I confirm that myself and the person who has overall responsibility for the learning provision give consent for the learning provision name and organisation name to be announced publicly if shortlisted.** |  |
| **I and/or the person who has overall responsibility for the learning provision cannot give consent at this time for the learning provision name and organisation name to be announced publicly if shortlisted.** |  |

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| ***Nominator’s declaration\*:***  *By submitting this form and ticking the box, I confirm that:*   * *The nominee’s permission (i.e. the permission of the person who has overall responsibility for the learning provision) has been sought to nominate them for an award.* * *I give my consent to Learning and Work Institute to use the information in this nomination for the sole purposes described above.* * *My nominee gives their consent to Learning and Work Institute to use the information in this nomination for the sole purposes described above.* * *The information supplied in this nomination is correct to the best of my knowledge and the statements are true and accurate.* |