

**Nominating a tutor**

**Guidance notes and tutor 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 providers 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 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 by 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 tutors**

Festival of Learning celebrates learning and aims to engage more adults in learning. We are looking for tutors whose dedication and commitment to learning inspires those who hear or read their story. By nominating a tutor for an award, you can recognise their valuable contribution to adult learning and the impact they have had on their learners.

Nominees for this category may have helped their learners to:

* take the first or next steps into learning
* build their confidence
* learn new skills for personal or professional development
* achieve something they never thought was possible
* completely transform their lives and the lives of those around them.

We are looking for inspirational tutors who have supported learners in a range of contexts to go on to lead successful and rewarding lives, and who have shown a commitment to their professional development. Winners of this category will demonstrate that their passion and dedication to learning has made a significant impact on the development of the learners who they teach, and that they invest time and attention in their own professional development as a tutor in order to benefit their learners more.

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

Nominations can be made by learners or by colleagues.

***Tutor eligibility criteria***

* Nominations are open to teachers, tutors and trainers based in England only who provide training and support to learners.
* Tutors must come from the FE sector and there is no restriction on the type of teaching. This includes teachers, trainers, tutors and student teachers throughout further education.
* 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.
* An information sheet for nominees including answers to FAQs is available on the [Festival of Learning website](http://www.festivaloflearning.org.uk/2022-nominations).
* Posthumous or self-nominations are not accepted.

**The online nominations process: Submitting a nomination for a tutor**

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 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.

***Preparing and drafting nominations***

The questions within the tutor nomination form have been provided here 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 from 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. We will respond to emails as soon as possible (usually within one working day).

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

*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 \***  |  |
| **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 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 your nominee is required.** |
| **Main email address \*** |  |
| **Alternative email address** |  |
| **Main telephone number \*** |  |
| **Alternative telephone number** |  |

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| **Please provide your postal address. All nominees 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 nominee.** |
| **Address line 1 \*** |  |
| **Address line 2** |  |
| **Address line 3** |  |
| **Town/City \*** |  |
| **County \*** |  |
| **Post code \*** |  |

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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**  |  |
| **Please state your relationship to the nominee:** |  |
| **b) I am submitting the nomination on behalf of my organisation** |  |
| **Please confirm who has provided the information for the nominator statements.** | **Name** |  |
| **Job title** |  |
| **Relationship to nominee** |  |
| **c) I am submitting the nomination on behalf of someone else who knows the nominee personally** |  |
| **Please state brief reason for submitting the nomination on behalf of someone else** |  |
| **Please confirm their details** | **Name** |  |
| **Relationship to nominee** |  |

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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 you are unavailable 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 your nominee is selected for an award, Learning and Work Institute would like to liaise with their 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 your nominee is selected as a national award winner we would like to invite the chief executive/principal or other appropriate member of senior management from their 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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| **Please provide your nominee’s contact details:** |
| **First name: \*** |  |
| **Surname: \*** |  |
| **Nominee's name as it should appear on their certificate: \*** |  |
| **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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| **What subject/s does your nominee teach? \*** |  |

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| **Where has your nominee’s teaching 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 a place of employment** |  |
| **In the community** |  |
| **In prison** |  |
| **In the armed forces** |  |
| **Online** |  |
| **Other** |  |
| **If other please state:** |  |

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| **In what county did your nominee’s teaching take place? (if your nominee’s teaching was entirely online, please select the county they are located in) Please select one.** \* |
| **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: Nominator 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 nominee’s teaching including what they teach, where, how often and who their learners are.**Maximum 150 words.  |
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| ***Nominator statement Part B \******Why does your nominee deserve a Festival of Learning award? Tell us:*** **What is remarkable about their teaching practice? What makes them stand out as an exceptional tutor? How do they go above and beyond for their learners?**
* **What difference has their teaching made to their learners?**
* **How have they demonstrated their commitment to their own professional development?**
* **How do they/how could they inspire other tutors to improve their teaching practice?**

Maximum 350 words |
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| ***Nominator statement Part C – Learner statement* \*****Please include at least one testimony from a learner about why they think the tutor deserves a Festival of Learning award. Please include the name/s of the learner/s providing the testimony.**Maximum 150 words |
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**Section 4: Nominee statements**

*Please note, an information sheet with FAQs for nominees is available on the* [*Festival of Learning website*](http://www.festivaloflearning.org.uk/2022-nominations)*.*

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| ***Nominee statement Part A – Tell us about the teaching* \*****Please tell us about your teaching including:*** **What you teach, where, and how often**
* **Who your learners are**

Maximum 150 words |
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| ***Nominee statement Part B – Why* \*****Please tell us about why you teach e.g.:*** **Why you were inspired to teach?**
* **What motivates you as a tutor?**

Maximum 200 words |
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| ***Nominee statement Part C – The impact of your teaching* \*****Please tell us about the difference that your teaching has made. This might include:*** **How your teaching has made a positive difference to the learners you work with.**
* **How your teaching has made a difference to the community or had a wider social impact.**
* **How your role and your approach has made a difference in your organisation, or to colleagues.**

Maximum 300 words |
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| ***Nominee statement Part D – Your own professional development*****Please tell us about your own learning journey. What do you do for your own professional development as a tutor?**Maximum 200 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 teaching to include in an award winners booklet.
* Have professional photos taken of them to include in an award winners booklet.
* Have a professional film made about them where they will be interviewed about the teaching.
* 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 teaching

*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 tutor nominees this will include their name and the name of their 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 nominee give consent for both the nominee 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 my nominee give consent for the nominee’s name and organisation name to be announced publicly if shortlisted.** |  |
| **I and/or my nominee cannot give consent at this time for the nominee’s 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 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.*
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