



## Supporting information and guidance for award nominations

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## What are the Festival of Learning Awards?

Festival of Learning continues and builds on a 25 year history of Adult Learners' Weeks. Its two core aims are to **celebrate learning** and **engage more adults 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.

There are four nomination categories:

- Individual
- Tutor
- Employer
- Project/Provision (includes projects, groups and learning provision)

Festival of Learning winners will be selected for a range of awards across these four categories including:

- Outstanding Individual Learner award
- Young Adult Learner award
- Innovative Project/Provision award
- Inspirational Tutor of the Year award
- Employer award (sponsored by NOCN)
- Learning for Work award (sponsored by NOCN)
- Social Impact award

## How can you submit nominations for Festival of Learning Awards 2017?

### Completing the Nominator sections of the nomination form

The nominations process for Festival of Learning Awards 2017 is all online. Once you have registered as a nominator at <https://festivaloflearning.awardsplatform.com>, you can submit as many nominations as you like.

If you registered as a nominator for the 2016 Awards, please use the same login details. If you have forgotten your password, click on the "Have you forgotten your password" link.

If you have any questions, please contact a member of the Festival of Learning team via email: [fol@learningandwork.org.uk](mailto:fol@learningandwork.org.uk) or Tel: +44 (0)116 204 7015.



When completing the online nomination form, you will specify:

- which category the nominee falls under
- the region in which the learning took place
- whether the learning took place at work
- for Individual nominees, the learner's age

Based on the information provided, the nomination will then be considered for all relevant wards.

The nominator should complete the following sections of the nominations form:

- Category
- Nominator information
- Nominee details
- Nominator's statement – please see guidance below
- Support material (optional)

### **Guidance for Nominator's Statement when nominating an Individual**

In the statement, in no more than 500 words, please:

- List the learning they have done, the progress they have made, any results achieved and the difference it has made to their life.
- Explain how learning has had a positive impact on their life and the lives of others. This could be at work, home or in their community.
- Remember to tell us why this learner stands out for you.
- If the individual is eligible for a Social Impact award, please remember to make clear what social impact they have had.
- If the individual is eligible for a Learning for Work award, please remember to make clear how the learning has improved the individual's prospects in their current role.
- If the individual is eligible for the Young Adult Learner award, some of the nominee's learning activity must have taken place between 21 May 2016 and 31 March 2017. Please make this clear in the statement.



### **Guidance for Nominator's Statement when nominating a Project/Provision**

In your statement, in no more than 500 words for each of the 3 main questions, please include:

- Objectives of the project/provision.
- Key activities related to engaging participants in learning and numbers engaged in particular activities.
- Progression routes offered to learners involved in the project/provision.
- Why the project/provision is innovative.

You must make clear the impact of the project/provision on the learners.

### **Guidance for Nominator's Statement when nominating an Employer**

In your statement, in no more than 800 words (300 for the evidence statement), please include:

- The contribution the learning has made to the employer's business, including to the working environment, and to its employees (please provide any evidence).
- The business impact of learning and the progression of learners involved.
- details about the balance of learning that takes place in the workplace, and externally.
- Details of any innovation related to the employer's provision.
- The learning, training and development opportunities provided and the structure/nature of learning offered by the employer (please provide details of the overall approach to workforce development).

### **Guidance for Nominator's Statement when nominating a Tutor**

In your statement, in no more than 800 words, please:

- Describe the difference that the tutor has made to the lives of their learners, their community or their workplace.
- Provide examples of how the tutor has inspired and motivated learners or groups of learners you know.
- Include testimonies from learners about the work of the tutor.
- If the tutor is eligible for a Social Impact award, please remember to make clear what social impact they have had.



## Submitting the Nominator section of the nomination form

To submit the completed nominator sections, please click 

An email will now be sent to your nominee, with a link to add the following further information to the nomination:

- Nominee information and statement
- Support material (optional)
- Equal opportunities monitoring information (optional)

The nominee should complete the information about themselves and once they have finished adding their information and support material, they should click “Accept nomination”:

 Accept nomination ✓

 Reject nomination X

Both nominator and nominee can access and edit their sections of the form at any time before the nomination has been submitted. The nominee cannot make changes after their nominee information and statement have been submitted. The nominator can continue to make changes on the nominator sections until 5.00pm on Friday 31 March 2017.

## Completing the Nominee sections of the nomination form

- Individual and Tutor nominees should complete all the nominee sections, including nominee statement, which should be no more than 500 words.
- Project/Provision nominees - a representative from that Project/Provision should complete the nominee sections including a statement from a learner who has benefitted from the Project Provision, which should be no more than 500 words.
- Employer nominees - a representative from that Employer should complete the nominee sections including a statement from a learner who has benefitted from the learning delivered by the organisation, which should be no more than 500 words.

The nominee can receive help from someone to complete the nominee sections if needed, for example because of accessibility issues. If this is the case, please give the name and contact details of the person helping the nominee when prompted on the nomination form. (This is asked in the nominee section of the form).

If the nominee cannot complete the form online because they do not have email or internet access, please contact the Festival of Learning team either at [fol@learningandwork.org.uk](mailto:fol@learningandwork.org.uk) or on 0116 204 7015 for support.



## Key dates

- All nominations (both nominator and nominee sections) must be submitted by **Friday 31 March 2017 at 5.00pm GMT**.
- The deadline is final and there will be no extensions provided. It will not be possible to edit or submit nominations after 5.00pm on **Friday 31 March 2017**.
- Winners and their nominators will be notified by the middle of **June 2017**.
- National and regional winners will be presented with their awards at a national awards ceremony in London, in **September 2017**.

## Selection of award winners

All nominations are scored against the set criteria for each award they are eligible for.

Shortlisted nominations for each award are considered at regional level by the Learning & Work Institute who will select regional winners for each Festival of Learning award, assessing each nomination based on the information provided on the nomination form (including links to any supporting materials, such as video).

HRH The Princess Royal, and Learning and Work Institute's President will select the national winners for the Patron Award and President Award respectively.

Other national award winners will be selected by a national selection panel who represent the diverse nature of adult learning provision. Regional award winners will form the shortlists from which the National award winners are selected.

The decisions of the selection panels and Learning and Work Institute Patron and President are final.

Winners will be selected by the end of **May 2017**. Winners and their nominators will be contacted by the middle of **June 2017**. If you haven't heard from us by this time, please assume that your nominee has not been selected as an award winner on this occasion.

National and regional award winners will be invited to a National Award Ceremony taking place in London in **September 2017** where they will be presented with their awards.



## Publicity

Festival of Learning award winners attract significant press and media interest. When completing the nomination form there is an option to state if any of the information provided about the nominee's inspirational learning story should not be made public.

## Support

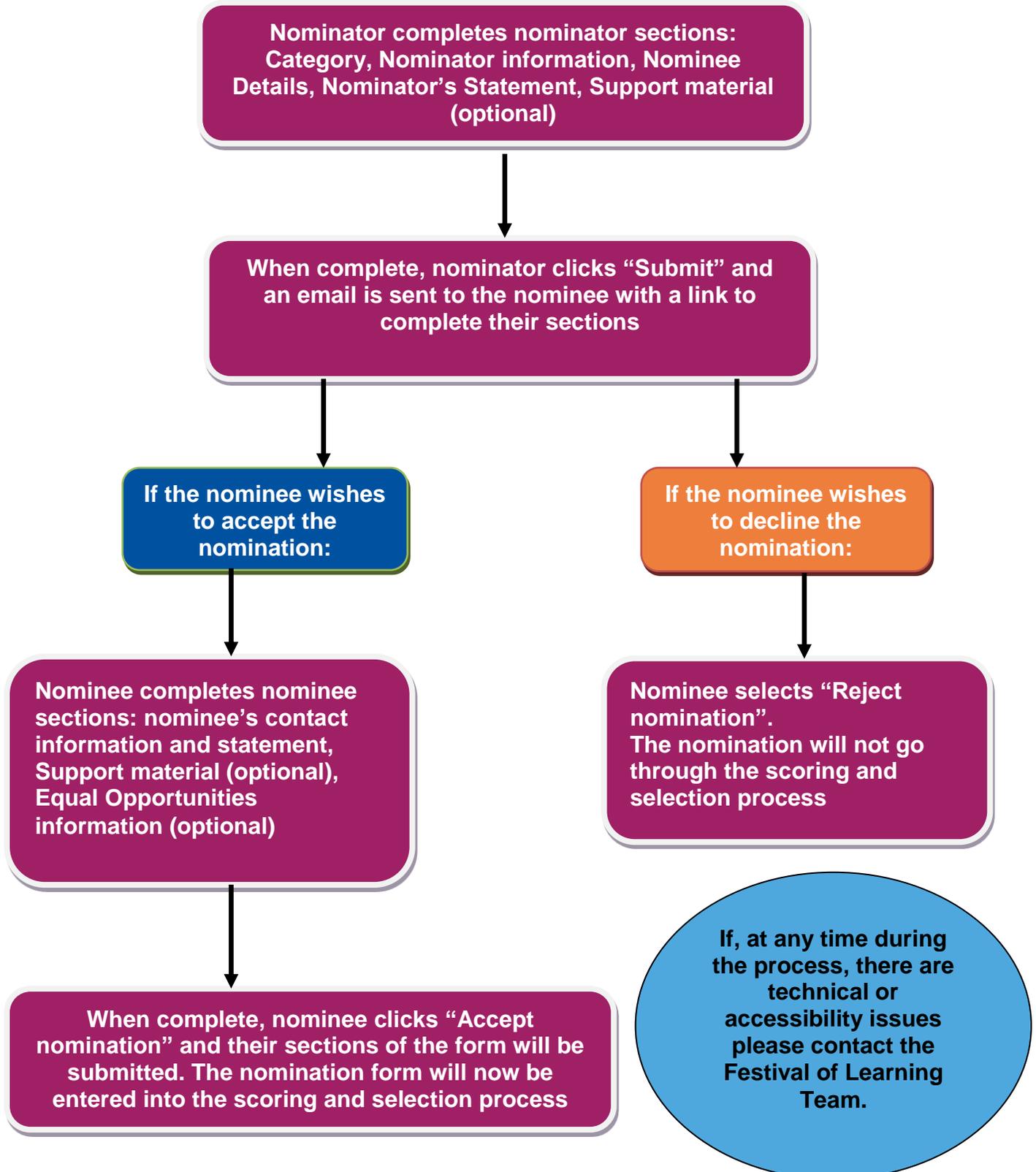
If you are having technical or accessibility issues with the nominations process, please email [fol@learningandwork.org.uk](mailto:fol@learningandwork.org.uk). We will respond to your email as soon as possible (usually within 1 working day). You can also call 0116 204 7015 and leave a message for one of the Festival of Learning team to get back to you.

## Regions

The nomination form asks you to identify which region the learning took place in. Here is a list of which counties fall under which region:

<p><b>Central England</b></p> <p>Bedfordshire Cambridgeshire Derbyshire Herefordshire Leicestershire Lincolnshire Norfolk Northamptonshire Nottinghamshire Rutland Shropshire Staffordshire Suffolk Warwickshire West Midlands Worcestershire</p>	<p><b>London and South East England</b></p> <p>Berkshire Buckinghamshire East Sussex Essex Hampshire Hertfordshire Isle of Wight Kent London Oxfordshire Surrey West Sussex</p>
<p><b>Northern England</b></p> <p>Cheshire Cumbria Durham East Yorkshire Greater Manchester Lancashire Merseyside North Yorkshire Northumberland South Yorkshire Tees Valley Tyne and Wear West Yorkshire</p>	<p><b>South West England</b></p> <p>Bristol Cornwall Devon Dorset Gloucestershire Somerset Wiltshire</p>

## Overview of the nomination process





## Eligibility criteria for Individuals

Festival of Learning celebrates learning, and aims to engage more adults into learning. We are looking for remarkable individuals whose stories of learning will be inspirational to others who hear and read about them.

We want to hear the very best stories about adults who, through learning, have transformed their own lives and the lives of their families, friends, their communities, and the places they work.

The individual may have:

- learnt new skills for personal or professional development
- achieved something they never thought was possible
- completely transformed their lives and the lives of those around them

Your nomination will give the learner recognition for their outstanding achievements, boost their self-confidence and will celebrate the positive impact learning has had on their life.

Winners will have made a significant difference to their lives through learning and would inspire others to do the same, achieving beyond what they ever thought was possible.

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

### Individual eligibility

- Award categories are open to learners whose learning took place in England only and who are aged 18 or over on 31 March 2017.
- Learners must have undertaken some of their learning between 21 May 2016 and 31 March 2017 and must demonstrate the positive impact that learning has had.
- 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 individuals who have been nominated in previous years, or individuals who have won awards as part of other award initiatives, will be accepted.
- Serving members of the Armed Forces can be nominated, wherever they are stationed – both inside and outside England. Their unit address should be used as their contact address.

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- Individuals who are in prison or on probation can be nominated. However, authorisation must be gained from the relevant authorities, i.e. the Head of Learning and Skills, before a nomination can be accepted.
- Posthumous or self-nominations are not accepted.

## Young Adult Learner Award criteria

Individual learners who are aged 18-25 on 31 March 2017 will be eligible for this award. Some of their learning activity must have taken place between 21 May 2016 and 31 March 2017.

## Social Impact Award criteria

Individual learners and tutors can be eligible for a Social Impact Award. We are looking for individuals who have been proactive ambassadors for learning, for example through:

- Speaking on platforms to promote adult learning and the difference it can make to individuals, families and communities.
- Undertaking community engagement work or becoming a community leader as a result of their learning.
- Mentoring or coaching colleagues or people in their wider community.
- Establishing mechanisms to help engage more adults in learning, or deliver new or different adult learning opportunities.

Individuals and tutors eligible for this award may have had an impact on local communities, online communities, disadvantaged groups and/ or those furthest away from learning. In your nomination, please make clear the social impact the nominee has had.

## Learning for Work Individual Award sponsored by the NOCN criteria

The Learning for Work Individual Award sponsored by NOCN is for individuals who have improved their employment prospects in their current role, undertaken a traineeship or an apprenticeship, have secured a new job, set up a business or progressed in their career as a result of their learning. Examples include: apprenticeships, continuing professional development, workplace training, improving existing skills in a current job, learning new skills for career progression, changing career or setting up a business.

In your nomination, please make clear how the learning has improved the individual's employment prospects in their current role.



## Eligibility criteria for 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. 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. 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

- Awards are open to teachers, tutors and trainers based in England only who provide training and support to learners.
- Tutors can come from any sector or field and there is not a restriction of the type of teaching. This includes teachers, trainers, tutors and student teachers throughout the further education and skills sector, including those involved in adult and community learning, emergency and public services, FE colleges, the armed services, sixth-form colleges, the voluntary sector and work-based learning.
- 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.

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- MOD and civilian tutors working with the Armed Forces in the UK and at BFPO addresses can be nominated. The Service unit address should be used as their contact address.
- Prison or probation tutors can be nominated. However, authorisation must be gained from the relevant authorities, i.e. the Head of Learning and Skills, before a nomination can be accepted.
- Posthumous or self-nominations are not accepted.

## Social Impact Award criteria

Individual learners and tutors are eligible for a Social Impact Award. We are looking for individuals who have been proactive ambassadors for learning, for example through:

- Speaking on platforms to promote adult learning and the difference it can make to individuals, families and communities.
- Undertaking community engagement work or becoming a community leader as a result of their learning.
- Mentoring or coaching colleagues or people in their wider community.
- Establishing mechanisms to help engage more adults in learning, or deliver new or different adult learning opportunities.

Individuals and tutors eligible for this award may have had an impact on local communities, online communities, disadvantaged groups and/or those furthest from learning. In your nomination, please make clear the social impact the nominee has had.



## Eligibility criteria for Projects/Provision

We are looking for innovative learning projects or provision that will be inspirational to others who hear or read about them, and in particular innovative projects/provision that could be replicated or adapted by other learning providers.

The project/provision may have helped the learners to:

- 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

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

Winners of this category will demonstrate that the learning undertaken as part of the project/provision has resulted in a positive difference to learners' lives. The learning is the essential part of all of our winners' stories and it is the outcome from this learning that makes the project/provision eligible for an award.

### Project/Provision eligibility

- Awards are open to projects, groups and learning provision based in England where at least two months of the project/provision's activity has taken place between 21 May 2016 and 31 March 2017.
- The project/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 project/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 projects/provision that have been nominated in previous years, or projects/provision that have won awards as part of other award initiatives, will be accepted.
- Armed Forces projects organized outside England can be nominated. The appropriate Headquarters address should be used.
- Prison or probation-related projects/provision can be nominated. However, authorisation must be gained from the relevant authorities, i.e. the National Offender Management Service or Probation Service before a nomination can be accepted.



## Eligibility criteria for Employers

The Festival of Learning Employer awards are sponsored by NOCN. We are looking for employers who have invested in outstanding staff training and development.

We want to hear from employers that have used learning to develop and utilise the skills of their workforce to improve productivity, raise morale, increase staff retention and enhance their business performance.

The employer may have helped its employees to:

- learn new skills for personal or professional development
- achieve something they never thought was possible
- completely transformed their lives and the lives of those around them
- gain promotion or change career direction

Your nomination will give the employer recognition for the outstanding support it shows to its employees, celebrate the positive impact of learning on people's lives, and boost the self-confidence of the learners.

Winners of this category will demonstrate that their employees have made significant progress and that the organisation has been enhanced by the training and development on offer. The impact of the learning on the business is the essential part of all of our winners' stories and it is the outcomes from this learning that makes the employer eligible for an award.

### Employer eligibility

- Awards are open to employers based in England only.
- The employer must provide learning opportunities for adults who are aged 18 and over.
- A learner's statement must be included in the nomination.
- 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 employers who have been nominated in previous years, or employers who have won awards as part of other award initiatives, will be accepted.
- Nominations must be authorised by relevant senior management before submission due to confidentiality and commercial sensitivity surrounding business activity.