



Writing a good nomination for a tutor

This guidance has been developed for anyone planning to nominate a tutor for a Festival of Learning 2019 award. Each year we receive hundreds of nominations which makes the process very competitive. The following guidance aims to help you write a good nomination.

Before you begin

Before you begin your nomination for a tutor make sure that:

- **The tutor agrees to being nominated.** One of the aims of Festival of Learning Awards is to showcase the impacts of adult learning, and if selected as an award winner, their story is likely to attract interest from local, regional and sometimes national press and media.
- **The tutor is eligible for an award.** Nominations 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 on the type of teaching.) Full eligibility information is included in the separate guidance notes document available from the [Festival of Learning website](#).

Preparing a nomination

- **Read the guidance notes carefully.** The guidance notes, available on the [Festival of Learning website](#), include full details about eligibility criteria, timescales, and the online nominations process for 2019.
- **Allow plenty of time to prepare and draft the nomination.** A copy of the nomination form questions is included in the guidance document to help you prepare and draft your nomination. The nomination form requires statements from both the nominator and the nominee as well as a statement from one (or more) of the tutor's learners, so make sure that you also give your nominee and the learner enough time and notice to write their statements. An information sheet for nominees is available on the [Festival of Learning website](#), answering some frequently asked questions.
- **Allow enough time to submit the nomination using the online form.** The final deadline for nominations to be submitted online is 12pm on 12 February 2019. The online nomination form must be completed in one sitting – you cannot save a partially completed nomination and return to it later. Avoid

leaving completion of the online form to the last minute – particularly if you are submitting multiple nominations.

- **If you have any queries, or any technical or accessibility issues, contact us** either at fol@learningandwork.org.uk or on 0116 204 4239 where you can leave a short message. We will respond to emails and telephone messages as soon as possible (usually within one working day).

Writing strong statements

- **Make sure you and your nominee answer all the questions and provide all the information requested.**
- **Be succinct.** Make your points as clearly and concisely as you can. Word limits have been set but try to be succinct even within these.
- **Tell us about the teaching and learning.** Learning is at the core of all our awards and is the essential part of all our winners' stories. We need to know about the teaching that has taken place and about the learners. What does the nominee teach? Where? How often? Who are their learners? Make sure the nomination includes these key facts.
- **Explain how the teaching has made a difference.** Festival of Learning award winners' stories showcase the benefits of adult learning – on individuals, families, communities and workplaces. Tell us about how the nominee has supported their learners and what the impact on their learners has been. For example, are they helping people take the first steps into learning? Are they supporting their learners to achieve things they never thought possible? Have they helped their learners to transform their lives or the lives of others around them? We want to know how their passion and dedication to teaching has made a significant impact on the development of the learners they teach.
- **Tell us why the tutor stands out and provide evidence and examples.** We are looking for people whose story will inspire others. What is the nominee doing that goes above and beyond their core role? What is it about the nominee and their approach that would inspire and motivate other tutors to improve their practice? What has the nominee done that is innovative? How do they show commitment to their own learning journey and professional development? Tell us what makes your nominee stand out from the crowd as exceptional.
- **Include a strong learner testimony.** The learner statement provides an opportunity to bring to life the impact the tutor has had on their learners. A full statement from one learner that articulates the difference the tutor and their teaching has made in their life is far more powerful than lots of short quotes from multiple learners saying little more than that the tutor is "great".