



Writing a good nomination for an individual learner

This guidance has been developed for anyone planning to nominate an individual learner 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 an individual learner make sure that:

- **The learner 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 learner is eligible for an award.** Nominations for individuals are open to learners whose learning took place in England only and who are aged 18 or over on 12 February 2019. Learners must have undertaken some of their learning between 1 January 2018 and 12 February 2019. 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, so make sure that you also give your nominee enough time and notice to write their statements.
- **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.
- **Provide support to your nominee if needed.** An information sheet for nominees is available on the [Festival of Learning website](#), answering some

frequently asked questions. An Easy Read version of this document is also available. If the nominee is not able to write their statements on their own then please ensure that someone works with them to provide whatever help is needed – this might be yourself or someone else for example a family member, friend, support worker or tutor.

- **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.
- **Take us on the learning journey.** Learning is at the core of all our awards and we need to know what learning has taken place. How did their learning journey begin? How have they progressed? Where is their learning journey taking them next? Make sure the nomination includes the key facts about the learning that has taken place.
- **Explain how the learning 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 what has changed for the nominee as a result of their learning. For example, they may have gained employment or progressed in their job or they may have experienced benefits to their health and wellbeing (physical and/or mental). If the benefits of the learning extend more widely than the nominee themselves then tell us about this too. Perhaps they now participate more actively in their community or can more confidently help their child with their homework. There are many reasons why adults learn, and many ways in which adult learning makes a difference to people's lives. We want to understand the difference learning has made specifically for your nominee.
- **Help us connect with their story.** Festival of Learning aims to engage more adults in learning – award winners' stories are central to this. We are looking for people whose story will inspire others to take part in learning too. The nomination should articulate the nominee's motivations for learning and where relevant any challenges that they might have faced and overcome along the way. Festival of Learning Awards are not about being the best at a subject or achieving high level qualifications; they are about real people changing and improving their lives through learning in the ways that matter to them. We are looking for people whose stories will resonate with others and show them what is possible if they too give learning a go.