



Please read these Guidance Notes and eligibility criteria before completing a nomination form

Adult Learners' Week Awards are celebrated each May as part of the UK's largest celebration of learning. The Awards recognise outstanding adult learners, young, old, in all their diversity, and use their inspirational learning journeys to motivate thousands of others to learn.

What makes an Adult Learners' Week Winner's story?

- Award winners have stories that are outstanding, remarkable or inspirational and will have achieved beyond their expectations.
- Learning is the key element to all winning stories. No matter what significant challenges – health, family, life changes – have been overcome learning must be a significant part of the nomination.

Award categories

There are four main award categories

- Individuals
- Groups
- Families
- Opening Doors to Adult Learners

Please see overleaf for their relevant eligibility criteria.

Nomination process

Applications can be made:

- on an official nomination form available either as a hard copy or as a downloadable pdf or Word version, which must be submitted to the address provided; or
- by completing and submitting an online nomination form at www.alw.org.uk/nominate. The online forms will be available from the end of October 2009.

Nomination forms are also available in alternative formats. Please contact the Campaigns and Promotions team on: **0116 2044200/4201**

Additional Information

- Please feel free to photocopy the nomination forms and this guidance.
- Unfortunately, we are unable to accept faxed forms.

Filling in the Nomination Form

Please complete all relevant sections as only fully completed and signed forms by both nominator and nominee can be considered.

Please only write within the space allocated and do not send supporting information as we do not have the capacity to consider this.

- Parts 1 and 2 must be filled in by the nominator. Please write the name of the nominee exactly as you would like it to appear on the certificate.
- Part 3 contains a question for learners.
- Part 4 asks the nominator if the learner is eligible for entry into the Additional Awards categories. Please tick where appropriate as this can increase your learner's

chances of being shortlisted for more than one category. These awards are provided by our sponsors.

- Part 5 is the Declaration. Please ensure this is signed by all parties. We cannot accept unsigned entries.

Publicity

Adult Learners' Week Award Winners generate significant media interest and it is important that nominees are aware of this.

Please pay special attention to part 5 of the form, regarding publicity, as the information supplied could be used in the press and media to inspire others into learning.

If your nominee is a prisoner or on probation, due to the sensitivity of the information please make sure that authorisation is gained from the relevant authorities before nominating.

Important:

Please indicate in the Private Information section at the end of the form any information your nominee does not wish to be made public.

What happens next?

Everyone nominated will receive a Certificate of Achievement.

There will be national and regional winners each of whom will receive a learning voucher and will be invited to one of our award ceremonies during Adult Learners' Week.

All winners are selected by a panel of judges who represent the diversity of adult learning provision. Decisions are announced at the end of April and are final. The judging panel will assess each entry based only on the information provided on these forms.

All winners will be contacted in April. If your learner is not selected on this occasion, they will receive a Certificate of Achievement in May.

**Please return completed forms by 5pm
Friday 29 January 2010 to:**

**Adult Learners' Week Awards
Campaigns and Promotions
NIACE
21 De Montfort Street
Leicester
LE1 7GE**

Eligibility Criteria

All award categories are open to learners living in England only.

Outstanding Individual Learner nominations

- Learners who are nominated for an Adult Learners' Week Award must:
 - have undertaken some of their learning between January 2009 and January 2010;
 - be aged 18 or over on 29 January 2010 and if under 21, have had a break of at least three years from full time study.

Outstanding Group of Learners nominations

We define groups very broadly – they must comprise three or more people – but they could be work colleagues, friends or volunteers.

- A group must consist of three or more people who have learnt together.
- Groups who are nominated must be, in the main, adults aged 18 or over on 29 January 2010.
- Some of the nominees' learning must have taken place between January 2009 and January 2010.
- Applications must be signed by three members of the group.

Outstanding Family Learners of the Year nominations

We define the modern family very broadly. A family unit can be made up of partners, siblings, parents, grandparents, carers, friends or lone parents.

However the family is made up, we want to hear the remarkable stories of how learning transforms family lives.

Families who are nominated must have undertaken some of their learning between January 2009 and January 2010.

Opening Doors to Adult Learners nominations

The Opening Doors to Adult Learners Award recognises the achievements of organisations and their projects - from employers, trade unions, the voluntary and community sector as well as local authorities, colleges and commercial organisations and businesses.

We are looking for projects that celebrate originality in their approach, show a clear route of progression and above all, evidence of positive impact on learners.

- Projects must have been running for a minimum of nine months as at 29 January 2010 and be ongoing.
- The nominated projects should provide learning opportunities for adults who are aged 18 and over on 29 January 2010.

Please read this guidance carefully before completing the form to ensure you make the most of your nomination. You can read more about previous Adult Learners' Week Award Winners at www.alw.org.uk

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Early Bird Nominations

Nominations entered by

15 December 2009

will be entered for a FREE prize draw to win one of five £20 worth of shopping vouchers, just in time for Christmas!

