

Please return completed forms by noon Friday 9<sup>th</sup> March 2012

## **KIRKLEES ADULT LEARNERS AWARDS – GUIDANCE NOTES 2012**

INFORMATION SUPPLIED ABOUT KIRKLEES ADULT LEARNERS WINNERS MAY BE USED IN RELATION TO FUTURE MEDIA PUBLICATIONS PLEASE ENSURE THAT YOUR NOMINEES ARE AWARE OF THIS. COULD YOU ALSO ENSURE THAT WE ARE ADVISED OF ANY INFORMATION YOUR NOMINEE DOES NOT WISH DISCLOSING PUBLICLY.

**Do you know an adult learner whose achievements could inspire others? If so, why not nominate them for a Kirklees Adult Learners' Week Individual Award.**

**The Kirklees Adult Learners' Week Awards recognise the achievements of outstanding adult learners your nomination will build existing learners' confidence and inspire new learners others.**

### **What sort of learner wins a Kirklees Adult Learners' Week Award?**

Often winners will have transformed their lives and those of their families. This could be getting a job, learning to read and write or achieving something they never thought possible. Award winners need to have made significant progress. Sometimes previous winners have been through tough challenges; those experiences illustrate how learning can turn people's lives around.

**Award categories** There are two main award categories:

- Individual Learners
- Group

Please see overleaf for their relevant eligibility criteria. **All award categories are open to learners living in Kirklees only.**

**Nomination process** - applications should be made:

- by completing and submitting an online nomination form or
- on an official nomination form. Forms must be typed and submitted by email to [adult.learning@kirklees.gov.uk](mailto:adult.learning@kirklees.gov.uk) (if you print and return a typed nomination by post a signature is required);

Unfortunately nominations cannot be accepted by fax.

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**Filling in the Nomination Form** Please ensure that **all** sections of the nomination form are complete and, where applicable signed. Only fully completed forms will be considered. Do **not** send supporting information as this will not be considered.

- All sections are to be completed by the nominator. Please write the name of the nominee exactly as you would like it to appear on the certificate.
- The Declaration -if you are completing the form and returning via email a signature is not required. If you are returning the form in the post, please ensure it is signed.

**What happens next?** All nominations are shortlisted and sent to a selection panel of judges, who represent adult learning provision. All winners are selected by the judging panel. Final decisions will be made on the 21<sup>st</sup> March. Everyone will be contacted in April. Award winners will be invited on the 15<sup>th</sup> May 2012 to Huddersfield Town Hall for the award ceremony where they will receive a award certificate. Everyone nominated will receive a certificate of nomination, whether they are a winner or not.

#### Eligibility Criteria

**Individual Learner nominations** Learners who are nominated for an Adult Learners' Week Award must:

- have undertaken some of their learning between February 2011 and February 2012;
- be aged 19 or over on 29<sup>th</sup> February 2012 or be aged 16-21 and have had a break of at least three years from full time study;
- live in the Kirklees area.

**Group nominations** Groups that are nominated for an Adult Learners' Week Award must:

- be a group comprising of three or more people, who could be colleagues, or friends who are learning a new hobby or people who have a shared interest
- in the main the learners must live in the Kirklees area;
- have a clear route of progression;
- have evidence of positive impact on learners' lives;
- in the main be adults aged 19 or over on 29th February 2012;
- have undertaken learning between February 2011 and February 2012.

These awards are open to all organisations that provide learning opportunities, including businesses; trade unions; the voluntary and community sector; local authorities; colleges and family learning

**Please read this guidance carefully before completing the form to ensure you make the most of your nomination, and return completed forms by noon Friday 9<sup>th</sup> March 2012**