

MAYOR OF LONDON

Adult Learning Awards 2024 Nominations Guidance Notes

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About the Mayor of London Adult Learning Awards 2024

The Mayor's Adult Learning Awards celebrates adult learning in the capital. Awards will be given across ten categories, recognising the contribution and achievements of Londoners, learning providers, tutors and practitioners, employers and community organisations.

The Adult Learning Awards are a key part of the Mayor's manifesto commitment to ensure Londoners have the skills they need to get ahead in our economy and for business to thrive. The awards raise awareness of the capital's adult learning offer, to help Londoners into [Good Work](#) in London's key sectors. This is key to the Mayor's pledge to make London a city that is fairer, safer and greener for all.

Londoners, learning providers and employers are invited to make nominations across the ten award categories. Nominations close on **Friday 26 July at 11:59pm**. We want to ensure that nominations reflect London's diversity and we welcome nominations from everyone regardless of age, gender, gender identity, gender expression, ethnicity, sexual orientation, faith or disability.

Winners will be revealed at the Mayor of London's Adult Learning Awards ceremony at City Hall in the autumn.

Details on how to submit a nomination, as well as guidance and information, can be found below.

For any questions or further support, please get in touch with Learning and Work Institute who are managing the nominations process on behalf of the GLA: molawards@learningandwork.org.uk.

Key dates

- Nominations deadline Friday 26 July 2024 (11:59pm)
- Winners selected in September 2024
- Winners and their nominators will be notified September 2024
- Nominators of non-winners will be notified September 2024
- Winners announced in October/November 2024
- Adult Learning Awards ceremony at City Hall in October/November 2024

Submitting a nomination

Please read through the following guidance carefully.

- The nominations process is **online**.
- Nominations should be submitted online by the **nominator**.
- The online nomination form needs to be completed in one sitting. You cannot save a partially completed nomination form and return to it later. Therefore, we strongly advise you **to prepare and draft your nomination using this document in advance**.
- It is possible to submit multiple nominations. Once one nomination has been completed and submitted online, you will be able to begin the form again to start a new nomination.
- Please do not submit multiple nominations for the same nominee.
- For individual and tutor/non-teaching professional nominees, it is the nominator's responsibility to explain the process to the nominee and obtain the relevant written statement for inclusion in the nomination.
- For learning provider/community organisations, if the organisation is self-nominating, your nomination must include a supporting statement from one or more of the Londoners you work with.

Preparing and drafting nominations

An overview of the statements requested within the nomination form are provided here to help you prepare and draft your nomination. We recommend that you use this document to do this for the following reasons:

- It will enable you to review all questions on the nomination form before completing any answers.
- You will be able to work on your nomination form without being connected to the internet. An internet connection is required to work on the online nomination form.
- Should you encounter any technical issues with the online form, you will still have a saved copy of your work in this Word document.
- To keep a copy of your final nomination for your own records. Once your nomination has been submitted, you will no longer be able to access it online.

When you are happy with your nomination, complete the online form by copying answers from each box from your pre-prepared Word version into the relevant boxes of the online nomination form.

Award categories

Mayor of London Inspirational Adult Learner of the Year Award

- For a Londoner, aged 19+, who has demonstrated inspirational achievement or commitment to learning and progression in life or work.

Mayor of London Learning for Good Work Award

- For a Londoner, aged 19+, who has achieved exceptional progression into employment or in-work progression because of further education and training, including overcoming barriers or challenges.

Mayor of London Learning for Personal Progression Award

- For a Londoner, who has achieved exceptional personal progression as a result of learning. Including learners who have overcome barriers or challenges, or have experienced improvements to their health and wellbeing; confidence; participation in society and/or participation in volunteering

Mayor of London Distinguished Provider of Adult Education Award

- For a college, institute or other adult training organisation demonstrating commitment to Londoners, tutors and the communities in which they serve. This includes:

- Providers that meet or are working towards the Mayor’s Good Work Standard
- Providers that are inclusive and represent the communities they serve or in which they are located
- Providers that are fulfilling their commitments as Anchor institutions in their communities, including setting out plans to achieve net zero carbon estates by 2030.
- Providers that have achieved or are working towards a Mayor’s Skills Academies Programme Quality Mark are particularly encouraged to apply.

Mayor of London Inclusive Provider of Adult Education Award

- For a college, institute or other adult training organisation demonstrating inclusive teaching environments for their learners beyond those legally required, including those that have provided exceptional support to those requiring additional language and educational support.

Mayor of London Inspirational Tutor in Adult Education Award

- For a tutor or practitioner who has gone above and beyond to provide high-quality education or support to Londoners. This award is open to all teaching staff.

Mayor of London Inspirational Professional in Adult Education Award

- For a member of non-teaching staff at an adult education provider, who has gone above and beyond to provide high-quality education and support to Londoners. This category is open to non-teaching professionals, including (but not limited to) careers advisors, principals, support staff.

Mayor of London Learning for Good Work Employer of the Year Award

- For an employer who has gone above and beyond to help Londoners get into good work, including employers who have initiated training or development programmes to support employees and/or new entrants into their organisation to acquire skills or support progression.

Mayor of London Apprenticeship Employer of the Year Award

- For an employer who has gone above and beyond to help Londoners get into high-quality apprenticeships and supported them throughout.

Mayor of London Outreach and Engagement of Adults into Learning Award

- For outstanding commitment to supporting Londoners into adult learning opportunities, to gain the skills they need for life, work and progression into good work.

Nominating individuals

The Mayor of London Adult Learning Awards celebrates and recognises Londoners who have achieved or made a commitment to learning and progression in life or work.

We want to hear from individuals who progressed into employment, further education or training as a result of learning they have undertaken. We are particularly interested in hearing about Londoners who have overcome barriers or challenges in entering work.

We also want to celebrate Londoners who have made exceptional personal progression because of learning to achieve non-employment outcomes. This can include health and wellbeing, social outcomes and overcoming personal challenges.

Individual eligibility criteria

- Awards are open to Londoners who have studied at a London-based learning organisation which is funded by the Mayor of London.
- Learners must be aged 19 and over.
- There is no limit to the number of nominations that one nominator can make.
- Nominations for individuals who have won awards as part of other award initiatives will be accepted.

Who can nominate an individual for an award?

Anyone who is familiar with the individual's learning and development journey, for example staff at a learning organisation or community-based organisation. Personal and self-nominations are also welcome.

What is the process for being nominated?

The nominator (nominators can be individuals or an organisation) will need to complete a nomination form which tells us about the nominee and their learning journey and achievements. The nomination form will tell us about the nominee's learning and the difference it has made in their life.

Once the nomination form has been completed, your nominator will submit it. The final deadline for nominations is **Friday 26 July at 11:59pm**. All nominations are then reviewed and winners for a range of awards are selected.

What do I need to write about in my statements?

Guidance for the nominators/nominees in writing their statements

Nominator:

Please tell us about the individual's learning journey, including:

- What they have learned. Where and when did the learning take place?
- Did they overcome any barriers or personal challenges prior to or during their time learning?

Tell us the difference this learning has made:

- How has it made a difference to them personally? For example, have they been able to progress in employment, continued in further education, changed career?
- (if relevant) how it has made a difference to their family and/or friends
- (if relevant) how it has made a difference to their community or had a wider social impact

Nominee's statement:

Tell us why you have done this learning:

- What was your motivation?
- What did the learner/you hope to achieve?

Tell us the difference this learning has made:

- How has it made a difference to you personally? For example, have you been able to progress in employment, continued in further education, changed career?
- (if relevant) how it has made a difference to your family and/or friends
- (if relevant) how it has made a difference to your community or had a wider social impact

Can I get help to write my statements?

Yes. You can get help from your nominator or someone else (for example a family member, friend, support worker, tutor) to help you write your statements. Talk to your nominator about how you would prefer your statement to be put together. For example, you might prefer to write it yourself or you might prefer to talk about your learning with someone who can then write the statement with you or for you.

Statements:

Please tell us about the nominee and the learning they've undertaken [200 words]

What difference has this learning made to them? [200 words]

Please include a short statement from the nominee about the learning undertaken and the difference it's made. [200 words]

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Please note: Consider how you share sensitive data in this section (such as that related to the background of learners). We will process any such data sensitivity in line with our data protection statement.

Nominating employers

The awards celebrates employers offering good work (including paying the London Living Wage) who have invested in or supported outstanding staff training and development to help Londoners into good-work and progression. The workplace must be based in London, and nominations are particularly welcomed from organisations accredited by the [Mayor's Good Work Standard](#) or actively working towards this.

We want to hear from employers offering good work (including paying the [London Living Wage](#)) that have used learning to develop the skills of their workforce to improve productivity, raise morale, increase staff retention and grow their business. We also want to hear from employers offering good work (including paying the London Living Wage) who have gone above and beyond to help Londoners get into high quality apprenticeships and supported them throughout.

Winners in 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 is the essential part of all our winners' stories, and it is the outcomes from the learning (on the employees, on the business and on the local community) that makes the employer eligible for an award.

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.

Employer eligibility criteria

- Awards are open to employers who are demonstrably offering good work (including paying the London Living Wage), and who are based in London. Nominations are particularly welcomed from organisations accredited by the [Mayor's Good Work Standard](#) or actively working towards this.
- The employer must provide or support learning opportunities and apprenticeships for adults aged 19 and over.
- 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 won awards as part of other award initiatives, will be accepted.

What kind of employers are eligible for an award?

We are looking for employers who have gone above and beyond to help Londoners get into good work. We want to hear from employers who have supported training or initiatives to help Londoners gain skills or advance their progression. Awards are open to employers based in London and the employer must provide learning opportunities for adults who are aged 19 and over. The employer **must** pay at least London Living Wage and nominations are particularly welcomed from organisations accredited by the [Mayor's Good Work Standard](#) or actively working towards this.

Who can nominate an employer for an award?

Anyone who is familiar with the employer's staff training and development activity, for example staff who are involved in the delivery of the workplace learning, staff who are recipients of/benefiting from the training, or representatives from partner organisations.

What is the process for being nominated?

The nominator will need to complete a nomination form which tells us about the staff training and development activity and the impacts on the learners and the business. The nomination

should also include a statement from one or more of the learners about the difference the learning has made to them at work and why they think the employer deserves an award.

Once the nomination form has been completed, the nominator should submit it. The final deadline for this is **Friday 26 July at 11:59pm**. All nominations are then reviewed and winners for a range of awards are selected.

What information needs to be provided in the written statements?

Guidance for nominators in writing their statements

Tell us about the workplace learning that you are nominating the employer for, including:

- The aim and objectives of the learning, training or development activity.
- Who the learners are – e.g. is it all staff, certain job roles, particular team/s or department/s?

The learning, training and/or staff development activities that take place (e.g. what, where, how often).

Think about what difference has the workplace learning made

- to individual staff (the learners)
- to the business as a whole, and
- to the local community

Please provide where relevant evidence and examples and explain how impact is monitored and evaluated.

Statements:

Please describe why you have nominated this organisation for this award [200 words]

What difference has this made to Londoners or the communities they serve? [200 words]

Nominating tutors/practitioners/non-teaching professionals

The awards recognise tutors and practitioners in the further education sector who have demonstrated inspirational commitment to providing high-quality education and support to Londoners, that goes above and beyond what would normally be expected.

We want to recognise tutors, practitioners, non-teaching professionals and support staff that have supported adult learners in and outside of academic settings and have demonstrated inclusive approaches to supporting learners, beyond legal requirements.

Winners of this category will be tutors, practitioners, non-teaching professionals and support staff will be able to demonstrate how that they have impacted the learning experience of Londoners and the communities they serve.

Tutors/practitioners/non-teaching professionals eligibility criteria

- Awards are open to tutors and practitioners who teach or work at a London-based learning organisation.
- The tutors and practitioners/non-teaching professionals work with adults aged 19 and over.
- Tutors and practitioners must be currently employed or have been employed at a London-based learning organisation within the last two years.
- There is no limit to the number of nominations that one nominator can make.
- Nominations for tutors and practitioners/non-teaching professionals who have won awards as part of other award initiatives, will be accepted.

Who can nominate tutors and practitioners for an award?

Anyone who is familiar with the tutor, non-teaching professional or practitioners' contribution to adult learning, i.e. learners and staff at a learning organisation or community-based organisation, or employers familiar with the work of the individual. Self-nominations are also welcome.

What is the process for being nominated?

Your nominator will need to complete a nomination form which tells us a bit about you, your contribution to adult learning and the impact you have had on your learners. If you are self-nominating, your nomination will include a statement from one or more of your learners about why they think you deserve an award.

Once the nomination form has been completed, your nominator will submit it. The final deadline for nominations is **Friday 26 July at 11:59pm**. All nominations are then reviewed and winners for a range of awards are selected.

What do I need to write about in my statements?

Guidance for nominators in writing their statements

Please tell us about the tutor or practitioner/non-teaching professional you would like to nominate:

- What they teach, where, and how often or what kind of support assistance do they provide.
- Who the learners are.

Please tell us about why you are nominating this person:

- What is it about their teaching style, approach that is inspirational?
- What support have they offered to learners of their learning institution that has made an impact?
- How have they demonstrated a commitment to go over and above normal expectations?

Please tell us about the difference that this person has made. This might include:

- How they have made a positive difference to the learners they work with.
- How they have made a difference to the community or had a wider social impact.

Statements:

Please tell us about the work this tutor/professional has undertaken to contribute to adult learning in London [200 words]

What difference has this tutor/non-teaching professional made to Londoners? [200 words]

Please include a short statement from the nominee about their teaching or other contribution to adult learning and the difference it's made. [200 words]

Please consider how you share sensitive data in this section (such as that related to the background of learners). We will process any such data sensitivity in line with our data protection statement.

Nominating learning providers and community-based organisations

The Mayor of London Adult Learning Awards celebrates providers and community-based organisations who have demonstrated a strong commitment to Londoners, tutors and the communities in which they serve.

We want to hear from organisations who have demonstrated inclusive teaching and accommodations for their learners and users beyond those legally required, including those who have demonstrated exceptional support to those requiring additional language and educational support.

Winners of this category will be providers and organisations who are able to demonstrate how they are helping Londoners to gain the essential skills they need for life and work. They will be meeting or working towards the Mayor's Good Work standard, are inclusive and represent the communities they serve or are located in and are fulfilling their commitments as Anchor institutions in their communities, including setting out plans to achieve net zero carbon estates by 2030.

Winners of this category will be able to demonstrate the impact their provision has had on learners, their organisation and the local community, including social outcomes.

Learning providers and community-based Organisations eligibility criteria

- Awards are open to learning providers and community-based organisations in London.
- Learning providers must be funded by the Mayor of London.
- The learning providers and community-based organisations must provide learning opportunities for adults who are aged 19 and over.
- There is no limit to the number of nominations that one nominator can make.
- Nominations for organisations who have won awards as part of other award initiatives, will be accepted.

What kind of learning providers or community-based organisations are eligible for an award?

Nominations are open to any adult learning organisations based in London and funded by the Mayor of London. The learning organisation must provide learning opportunities for Londoners who are aged 19 or over. The Mayor of London welcomes nominations from training providers accredited through the Mayor's Academies Programme Quality Mark.

Community-based organisations must be based in London and provide learning support and/or access to learning providers.

Who can nominate an organisation for an award?

Anyone who is familiar with the organisation, for example; staff members, learners, volunteers or representatives from partner organisations. Organisations are welcome to self-nominate. If the organisation is self-nominating, your nomination must include a supporting statement from one or more of the Londoners you work with.

What is the process for being nominated?

The nominator will need to complete a nomination form which tells us about the organisation. The nomination should include the impacts on the learners or users, and how and why the organisation stands out.

Once the nomination form has been completed, the nominator should submit it. The final deadline for nominations is **Friday 26 July at 11:59pm**. All nominations are then reviewed and winners for a range of awards are selected.

What information needs to be provided in the written statements?

Guidance for nominators in writing their statements

Please tell us about the learning organisation you are nominating including:

- The aim and objectives of the project and provision
- Who the learners are
- The learning activities that take place (e.g. what, where, how often)/how the organisation has supported Londoners into adult skills opportunities
- What difference has the project/provision made to Londoners? Please provide evidence and examples and explain how impact is monitored and evaluated

Please tell us about the difference this organisation made to learners and the wider community:

- What is remarkable about this organisation? What makes it stand out as exceptional? This can include: How the learning organisation or community-based organisation is:
 - Providing business and Londoners with skills
 - Supporting growth
 - Improving Londoners' standard of living
 - Meeting or working towards the Mayor's Good Work Standard
 - Fostering an inclusive environment, that is representative of their local community
 - Fulfilling their commitments as Anchor institutions in their communities, including setting out plans to achieve net zero carbon estates by 2030.
 - Using inclusive teaching approaches for their learners or providing support to learners beyond those legally required, including how they demonstrate exceptional support to those requiring additional language or educational support.

Statements:

Please describe why you have nominated this organisation for this award [200 words]

What difference has this made to Londoners or the communities they serve? [200 words]

A short statement from a Londoner who has worked with the organisation about the learning undertaken and the difference it's made. [200 words]

After submitting your nomination

When will I know if my nominee has won an award?

We will notify all award winners and their nominators in the autumn.

What happens if my nominee wins an award?

If your nominee is selected as an award winner, someone from the team will contact you.

We will announce award winners publicly in the autumn.

I have a question that hasn't been answered here.

If you have any questions that haven't been answered here you can contact

molawards@learningandwork.org.uk. We will respond to emails as soon as possible.

Technical or accessibility issues and other support

If you have any questions about the nominations process or are unable to complete the online nominations form due to technical or accessibility issues, please contact the Learning and Work Institute molawards@learningandwork.org.uk

We will respond to emails as soon as possible (usually within one working day)