



How to write a successful Inspire! Tutor Award nomination

The key to a well-written nomination, is providing the Selection Panel with specific information illustrating how the tutor's work has had a positive impact on the life of their learners, the learners' families, their communities and/or the development of their institution's business.

Well-written nominations are more appealing to the Selection Panel.

- Write short sentences that are concise and give specific detail. Keep it brief. Too much information that is not relative to the criteria can be harmful. The goal is quality, not quantity.
- Support their nomination with your own observations, as well as qualitative and quantitative information.
- Provide a complete overview of the tutor's accomplishments. It is important to tell the tutor's story as you would to a stranger.
- Read the criteria carefully:
 - Make sure you are nominating the tutor for the appropriate award.
 - Identify at least one or more of the award criteria that the tutor exemplified, then explain how the achievement was outstanding.
 - Nominations should be for acts that are 'above and beyond' their duties, as described in their day-to-day responsibilities.
 - If you are unclear about the criteria, ask for clarification.

What we are looking for in a tutor:-

- Difficulties overcome and the sacrifices they may have made
- Inspiring others to return to or take up learning
- Improvement in their lives and /or the lives of others they have taught
- Helping their learners to gain a positive or life changing experience from adult learning
- Academic, professional and personal achievements

Tips for writing your nomination:-

Type your nomination in a Word document first:

This will make it easier to check and correct your nomination before copying and pasting into the form. This will save time and allow you to convey your message more clearly

Be Detailed:

If you don't know the person you are nominating personally, supply as much detail as you can, including contact details where possible. Solicit information from others to strengthen the nomination. Describe unique characteristics that are more than just that the tutor is a great or nice person.

Select the correct category:

Read the category definitions to determine which best reflects your tutor's achievements. Think about what type of tutoring activity and/or roles in which they have excelled. The number of examples is not as important as ensuring that the tutor's contributions match the award criteria.

Demonstrate all their achievements:

Even if the person you are nominating is well-known to our organisation, you must still demonstrate their achievements as accurately as possible. Try to highlight your tutor's character and actions to the Selection Panel when completing your nomination. Never assume that everyone will know of your nominee.

Give good examples:

Always explain how your nominee has achieved success in tutoring. Do not use assertions such as "The nominee has worked hard"; explain what the nominee has done with evidence.

Explain properly:

Who they are, what exactly they have done and taught, what were the consequences of their tutoring and why they are worthy of an Inspire! Tutor Award.

Background information:

Supporting documents can be submitted as part of your nomination. You may send website links, photographs, news articles, social media links and Letters of Support. Don't send original items as we are unable to return them all.

No to Multiple Nominations:

Don't nominate the same person more than once in the same category. Multiple nominations will not change the outcome.

Verify all information in the nomination:

Nominations should be checked carefully to verify that all information submitted is accurate.

Acronyms:

Ensure that all acronyms are spelled out and are correctly defined, except for common acronyms

How to structure your nomination:-

Opening Statement:

Start with a clear, direct, and specific statement of why the nominee deserves to win an Inspire! Tutor Award. Include enough information for the panel to become familiar with the nominee's specific achievements. List the most important information in the first few sentences and then elaborate as necessary.

Justification:

Even though the justification is concise, it should not be vague. Avoid sweeping generalities and make every sentence count. The selection panel is relying on your words to give them a positive, factual picture of your nominee's accomplishments as a tutor. Explaining detailed behaviours and giving specific examples will make it obvious why someone deserves to be recognised.

Supporting Statements:

Support the opening statement with specific examples that address the award criteria and elaborate on why the tutor's accomplishments are worthy of the award. Include qualities that make this person outstanding, and that are clearly relevant to the award criteria. Consider including *'What did the tutor do?'* *'How did they do it?'* and *'What were the results and/or impact?'*, in your supporting statements:

Closing Statement:

Describe how others regard the tutor (e.g. fellow learners, tutors or colleagues). Mentioning other awards or achievements could substantiate this.