



## **How to write a successful Inspire! Tutor Award nomination**

The Inspire! Awards celebrate the transformational effect of adult learning and the impact it has for individuals, families, communities and the workplace. The Tutor Awards celebrate the hugely important role that a tutor/mentor can play in supporting adults in their journey and their passion and commitment in supporting learners to achieve their potential and move their lives forward.

The key to a well-written nomination, is providing the Selection Panel with specific information illustrating how the tutor has had a positive impact on the life of their learners, their families and their communities and how they have achieved this.

- Write short sentences that are concise and give specific detail. Keep it brief but tell a story that really paints a picture of your nominee.
- Support their nomination with your own observations, as well as qualitative and quantitative information.
- Provide a complete overview of the tutor's accomplishments and match this with the criteria. Tell us about them, their passion for tutoring/mentoring and the impact this has.
- Include statements and endorsements from learners/colleagues/partners
- Make sure you are nominating the tutor for the appropriate award.

## **What we are looking for in a tutor – we expect each nomination to demonstrate some of the criteria highlighted below:**

- A passion for teaching and supporting adults
- Developing the curriculum, showing innovation, creating new resources
- Inspiring individuals/communities/families to return to learning and encouraging them to further their learning
- Contributing to widening access and building pathways to learning opportunities, developing partnerships or new ways of working
- Demonstrating improvements in the lives of those they have taught
- 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:**

Supply as much detail as you can to paint a picture of your nominee and focus on addressing all or some of the criteria. Including statements from learners/colleagues/partners assists in building a picture and where appropriate examples of innovation, curriculum development and creating new ways of teaching/learning and working.

### **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 you are nominating them for 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.

### **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.