

Gwobrau Dysgu  
Oedolion 2022

Ysbrydoli!  
Inspire!

Adult Learning  
Awards 2022

## How to submit a successful nomination form

The Inspire! Awards are organised by Learning and Work Institute in partnership with the Welsh Government and other partners. We welcome nominations for people, organisations and projects who have experienced the transformational power of learning.

### In this guide you will find out:

- How to submit your nomination & how to capture a video clip
- How to write a strong nomination
- Key dates for the Inspire! Awards process

### How to submit your nomination:

**Email** – you may complete and submit your written nomination using [the nomination form](#). Send your completed form to: [inspire@learningandwork.org.uk](mailto:inspire@learningandwork.org.uk). If you can, please avoid sending in your nomination form as a PDF, please send it as a Word Document form, if you are not using the online form.

**Online** – Complete your nomination via our [online form](#) – please note the online form will need to be completed in one sitting. Therefore, we recommend writing out your statements in a [Word document](#) before you start.

**Film** – You may submit your nomination statements via a short video clip of no longer than 3 minutes. Complete sections 1 and 3 in the [nomination form](#), capture and upload your video clip to [YouTube](#) as an *Unlisted* or *Private* link (only L&W will see it!) – send both nomination and video link to: [inspire@learningandwork.org.uk](mailto:inspire@learningandwork.org.uk).

Alternatively, both nomination and clips can be sent securely through [WeTransfer](#).

### Tips on how to capture your nomination statements on film:

1. Before you start, please [use section 2 in the nomination form](#) as a guide for your verbal statement. This will help you to formulate and get your story across in the best way, that will include the information and details that we are looking for. Please keep your clip to 3 minutes and please clarify your name in the recording.
2. If you'd prefer to, you *may* want to practice your statement a couple of times, before you submit the final video clip.
3. Use the best device you have, this may be a smart phone with an in-built camera, an iPad or tablet, a digital camera, or you can record yourself in Zoom.
4. Film your piece in a well-lit area, avoid busy rooms – you can capture the film at your place of learning, work, or home. If you can, position yourself facing a window for the best lighting.
5. Ensure that your film is saved in the correct format such as MP4 or MOV. Most devices use MP4 but if you are unsure, you may want to ask someone to help you.
6. If you can, ask a friend, colleague, or a family member to take the video clip for you. Alternatively, you can position the camera on a table or tripod and set the camera to record your video clip.
7. Once you are happy with your video clip, you have two options. You can upload it to [YouTube](#) as *private* or *unlisted* (only L&W will see this!) Send the link along with your [nomination form](#) (section 1 and 3 completed) to [inspire@learningandwork.org.uk](mailto:inspire@learningandwork.org.uk) – alternatively, you can send your video clip and nomination securely through [WeTransfer](#).

**Some helpful links below to help you with using YouTube and We Transfer:**

[How to create an account on YouTube](#)

[How to upload a YouTube Video](#)

[How to use WeTransfer](#)

**If you have any questions about this process, email:**

[inspire@learningandwork.org.uk](mailto:inspire@learningandwork.org.uk)

### **How to write a strong nomination form:**

The key to a well-written nomination is providing the judging panel with specific information.

Nominations forms should illustrate the learning achievements and the impact they are having. You can demonstrate the impact on life chances, family interactions, community engagement. The nomination can show how new opportunities for learning are being created, how fresh thinking is being used to tackle global and local needs.

- Write descriptive sentences that are concise and give specific detail.
- Support your nomination with your own observations as well as qualitative and quantitative information, tell us why your nomination deserves to win an Inspire! Award.
- Provide a complete overview – tell a story in your nomination – bring it to life with descriptions of the impact. Set the scene, with background, describe the learning and what's changed as a result – what about the future plans and aspirations.

### **Top tips for your nomination:**

#### **Type your nomination in a Word document first:**

If you are submitting your nomination online, this will make it easier to check and correct your nomination before copying and pasting into the form. Online entries need to be completed in one sitting.

#### **Be detailed:**

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

#### **Select the correct category:**

Read the category definitions and make a nomination that matches the award criteria. We are looking for nominations from individual learners, from projects, community groups and organisations to reflect particular themes. Address the award criteria in your nomination.

#### **Give good examples:**

Always explain why you are nominating and give examples that will match the award criteria – explain the learning involved, the difference it has made and try and back it up with quotes or other evidence.

### **Explain properly:**

Set the scene with your nomination - Who or what you are nominating, why you are nominating. Tell us more about the individual, the project, or the community group. Any barriers that have been overcome, innovations that have been made, particular communities that have been reached. Tell us about the impact of learning on their life and/or the lives of others.

### **Background information:**

Supporting documents can be submitted as part of your nomination, such as website links, photographs, news articles, social media links and letters of support. Please keep it brief and relevant.

### **Verify all information in the nomination:**

Nominations should be checked carefully to verify that all information submitted is accurate and in line with our guidance.

### **How to structure your nomination:**

#### **Opening Statement**

Start with a clear, direct, and specific statement to set the scene for your nomination. Include enough information for the panel to become familiar with the individual, project or organisation. Describe any specific challenges faced, learning undertaken and results or goals met. 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. Tell your story - explaining detailed behaviours and giving specific examples will make it obvious why your nomination should be recognised.

#### **Closing Statement:**

Tell us what the next steps are for your individual, project, or organisation in their learning journey. Describe how others regard the nomination (e.g., fellow learners, tutors or employees and employers). Sum up the statement by telling us the biggest reason your nominee deserves to win an Inspire! Award.

### **Key dates for the Inspire! Awards process:**

- The closing date for the Inspire! Adult Learning Awards nominations is: Tuesday 1 March 2022.
- The nominators of all Inspire! Award winners will be notified of their successful nominations by the end of March or the beginning of April - this is to allow Learning and Work Institute and an independent panel of judges enough time to process and select award winners fairly.
- Nominees who are not selected as a winner and shortlisted candidates will be notified by Learning and Work by May 2022.
- The date of the Inspire! Awards ceremony is yet to be confirmed, if you would like to stay up to date with the awards, please [check back on our website](#).

**If you have any queries about the Inspire! Awards nominations, email:**  
[inspire@learningandwork.org.uk](mailto:inspire@learningandwork.org.uk)