



How to write a successful Inspire! Award nomination

This document is available in [Welsh](#).

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 record and submit a video clip of your statement
- How to write a strong nomination

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. 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 5 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 be able to see it) – send both nomination and video link to: inspire@learningandwork.org.uk. Alternatively, both nomination form and clips can

be sent securely through [WeTransfer](#).

Tips on how to capture and submit 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 5 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 record the statement 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 statement.
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 (with section 1 and 3 completed) to 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](#)

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 connections, community engagement. The nomination can also 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 nominee 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 are nominee's future 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 accurately:

Set the scene with your nomination – who are you nominating and why? Tell us more about the individual, the project, or the community group. Any barriers that have been overcome, innovations that have been made, 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, 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 and data protection.

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 and background 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 nominee (e.g. fellow learners, tutors, employees, and employers). Sum up the statement by telling us the biggest reason your nominee deserves to win an Inspire! Award.

If you have any queries about the Inspire! Awards, contact Learning and Work Institute at: inspire@learningandwork.org.uk