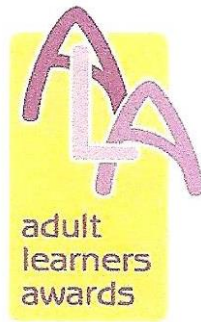


Borders Adult Learners Awards 2020



Nomination Form

Group Awards

Recognising Achievement

Inspiring Others

GROUP AWARDS NOMINATION FORM Individual's Name

Age 16 – 25 Age 26 – 49 Over 50

NOMINATOR'S STATEMENT

You (the nominator) must complete this section. Please either type your answers or use black ink. Please write clearly. Please use **no more than 500 words**.

1. Please introduce your group including their name, age, background circumstances, relationship with you and your organisation and any problems/issues they have overcome to participate in learning.

Name:

Age:

Relationship to nominator:
Background Circumstances:
Problems/Issues Overcome:

2. Please describe progress and achievements of the group in a clear chronological order. Include start and finish dates with your organisation and the full names of any qualifications/awards with dates:

Start Date	Finish Date	Qualifications / Awards
Click or tap to enter a date.	Click or tap to enter a date.	

3. Taking into consideration the groups starting point, what do you think has been the impact of learning upon their lives or the lives of others?

4. Please describe how our groups achievements would inspire others?

NOMINATOR'S NAME:

DATE: ...Click or tap to enter a date.

NOMINATOR'S SIGNATURE

GROUP'S STATEMENT

Name of Group

The group should complete this section. If anyone else completes it on behalf of the nominee, please tick this box and explain why in a covering letter.

Please either type your answers or use **black ink**. Please write clearly (see note 10). **PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE (you may use up to 500 words for each section)**

1. Describe any obstacles or problems overcome in order to participate in learning. (max 500 words)

2. How has this learning experience changed your lives? (max 500 words)

3. What are your plans for the future? (max 500 words)

4. Have you been nominated for an Adult Learner's Individual Award before?

Choose an item.

If yes, in which year?

GROUP'S DETAILS

Full Name:

Address:

Address:

Address:

Town:

Postcode

Daytime Telephone Number:

Email Address:

NOMINATOR'S DETAILS

Full Name:

Organisation:

Address:

Address:

Address:

Town:

Postcode

Daytime Telephone Number:

Email Address:

Profile of nominators' organisation:

What does the nominating organisation do (what is your purpose?)

Please provide details of any other organisations involved in working with your nominee if mentioned in this application.

RELEASE STATEMENTS: We will only consider this nomination if the Group has signed the release statement. We will not contact the nominee before we use, for publicity purposes, any information contained in this entry form.

PEN PORTRAIT (to be used as the basis for a press release). This can be completed by nominee and/or nominator and should be **no more than 50 words.**

Please ask your Group to read what you have written about them. Then ask them to read and sign the following declaration. Please note we cannot accept nominations unless the learner has signed the release form.

“I,

.....
“We aware that we have been nominated for a Borders Adult Learner’s Award. I understand that the information will be used for publicity arising from this nomination for Awards and other National and local Awards in this and subsequent years and that we may be referred to in the press, on radio, on television and online (web and social media).

We consent to the use of our name and any other information contained in this nomination for publicity purposes. I confirm, in addition, that all information given in this form is true and correct.”

NAME

SIGNATUREDATE Click or tap to enter a date.

NOMINATORS STATEMENT

I have nominated _____ for a Borders Adult Learners’ Award. I understand that the information will be used for publicity arising from this nomination for Adult Learners’ Week and other adult learning campaigns in this and subsequent years, and that my nominee may be referred to in the press, on radio, on television and online (web and social media).

I understand that I am responsible for ensuring that my nominee is supported through this nominations process and this includes any pre-selection meetings, interviews and I will undertake to ensure that a member of staff can accompany my nominee to the award ceremony.

I will supply a photo of the learner for display at the Award Ceremony Yes No

I will bring other information (eg pieces of writing, portfolio, certificates etc) about the learner for display at the Award Ceremony Yes No

NAME:

SIGNATURE:

DATE Click or tap to enter a date.

GUIDANCE NOTES

The Borders Adult Learners Awards take place each year to celebrate the achievement of adult learners in the region. Entry is open to post-school learners who are currently resident in the Borders. The Awards aim to;

- Recognise the achievements of adults who, at times against considerable odds, take their future into their own hands and benefit from the opportunities available to enhance their knowledge, quality of life and job prospects.
- Tell the stories of these learners so that others may be inspired to raise their aspirations and improve their life chances through learning.

Nominations are open to **individuals** and/or **groups**. *Nominees from previous years can be re-nominated for new learning undertaken but NOT for the same learning as in previous years.*

Judging and Awards Ceremony

- The Awards are organised by representatives from Borders College, Live Borders, Scottish Borders Council, Scottish Borders Housing Association, Skills Development Scotland and Volunteer Centre Borders.
- Judging will be carried out by a panel of independent people from the above organisations.
- Only the information contained on the nomination forms will be considered. No supporting material will be accepted.
- The judging will take place during March 2020.
- The Award Ceremony will be held in on Thursday 2nd April 2020 at Earlston High School: doors open at 6pm, buffet 6.30pm, ceremony starts at 7pm
- In the case of a group nomination, **two** representatives of the group and their nominators are likely to be invited to attend, as it may not be possible to invite every member. (Our numbers at the event are limited by the size of the venue!)
- At the ceremony, all nominees will receive a certificate of achievement and Award winners in each category will be announced.

Nomination forms should be completed in black ink or typewritten (the form is available electronically), with all sections completed, signed by the nominator and the nominated learner or group and returned by noon on **21st February 2020** to:

Oonagh McGarry
Community Learning and Development
Scottish Borders Council
Newtown St Boswells
Melrose TD6 0SZ
email: omcgarry@scotborders.gov.uk

NOTES FOR NOMINATORS

1. Please complete all sections of the form as thoroughly as possible so as to give a full picture of the learner and their learning journey. The judging panel will make their decision based purely on the quality of information that you and your nominee provide. Please assume that the judges know nothing about your nominee and the learning they have undertaken and do not use abbreviations.
2. Ensure that the name of the group appears in the form that they would like it to appear on the Certificate.
3. Please ensure we have a telephone number for you so we can contact you without delay if there are any queries.
4. Anyone can nominate an individual or group for an award: tutors, trainers, colleagues, family members or friends. If you are a family member or friend of the nominee, please obtain a letter of recommendation from someone who knows them in a different capacity (e.g. their tutor).
5. When telling us about your learner, it would be helpful to consider the following;
 - The stages of your Group's achievements, the length of time they have been undertaking learning and any qualifications or milestones achieved.
 - Any obstacles that they have overcome, personal goals achieved or progression to further learning or work.
 - Has their learning helped them to put something back into the community? Have they engaged in teaching, volunteering, or other activities which benefit other people?
 - Explain why you think this learner's story would help inspire others to participate in learning and what makes their learning special to them.
6. The categories this year may be subject to change but are likely to include:
 - Young Learner (16-25yrs)
 - Learner in the Work Place
 - Mature Learner (50+ yrs)
 - Learning in a group
 - Learning in the community
 - Accredited learning
 - Learning through volunteering
7. All nominators will be invited to contribute to a short film, detailing why they have nominated this individual learner. Each nominator's contribution will last no more than two minutes.
8. Before each category winner is declared, the nominator is invited to say a few words about their nominee's achievements. Nominators are, therefore, actively encouraged to attend the event prepared to give a brief overview, should their nomination be successful.
9. Do not complete the Group's statement for them unless there is a very good reason why they cannot complete it themselves. Please write a covering letter if you have completed the learner's statement explaining why.

Sponsoring organisations that support these awards like to have photographs taken of the nominees. Photographs will be taken of the Award winners with their agreement.