

Membership Awards 2024



Nomination Guide

There are five steps to complete the online nomination process, as listed below. We've covered as much detail as possible on each of these steps to help and support you as you work through the nomination form.

- 1) About you and your organisation
- 2) Question One: What?
- 3) Question Two: How?
- 4) Question Three: Impact?
- 5) Evidence upload

1) About you and your organisation

The City & Guilds Membership Awards are by nomination only. We ask that an appropriate senior person at your organisation nominates the exceptional trainer or tutor you wish to recognise. We are looking for the full story about why you brought this individual into your organisation, the work that they are doing and the impact that this work has had.

The nomination form can be completed online once you create your unique account with our awards platform. This account will be used throughout your nomination so you can save your work and return to where you left off at any time during the period when nominations are open.

The awards are evidence-based and assessed against specific criteria. This ensures that individuals are not in competition, instead the nominations need to prove that the person nominated provides exceptional training and delivers impact to meet a standard of excellence. The City & Guilds Membership Awards are awarded based on evidence that an individual has designed, delivered and evaluated a skills development programme which would be deserving of a national training award and can show the impact the programme has had.

Nominator details

Please provide us with the relevant information in this section so that we can contact the correct person throughout the nomination process. Please note we will use the information that you supply to contact you about your nomination and, should you reach the second stage of the process, to arrange an interview with you and your nominee. If your nomination is successful, you and your nominee will be contacted and invited to celebrate their success at a formal event.

Please note that all information and evidence provided within the nomination is kept confidential.

About your organisation

Please provide information and context about your business. You have 200 words to describe your organisation, its purpose and its vision. In addition, please include what type of training you deliver, for what type of learner and how and where it occurs.

Nominee details

The Membership Awards are assessed against three questions which form the award's standard of excellence. Each of the three questions contain two parts with an appropriate number of marks. Please ensure you read through the criteria carefully and answer what is being asked.

2) Question One – What skills and experience did the tutor or trainer bring to your organisation?

1A: Why did you hire this person to work for your organisation?

- What proven experience and/or training or qualifications to date does this individual have which are relevant to their work as a tutor or trainer in your organisation?
- What is the tutor or trainer's career journey and experience as relevant to their role?

This question is asking about this individual's experience and knowledge that they have brought to your organisation. These awards were developed to recognise those at the highest professional levels within their chosen careers.

You are allowed a maximum of 250 words for this question.

1B: What was the purpose of the role that you hired the tutor or trainer for?

- What was the purpose of the role that the tutor or trainer was fulfilling when you hired them?
- Is this tutor or trainer still doing this role? If not, please detail their progression within your organisation
- What are the aims and objectives of the tutor's or trainer's current role within your organisation?

Don't forget to tell us the need that this person fulfilled within your organisation when you hired them and what the objectives of their role are now.

You are allowed a maximum of 250 words for this question.

3) Question Two – How are the tutor or trainers delivering training or development?

2A: How does the trainer or tutor deliver training or development?

- Describe the training or development that this person delivers – how is it planned appropriately to meet the needs of the learning cohort and to also fit in with the needs of your business?
- How and why is their approach to training delivery exceptional? Please detail any innovative and engaging training methods that spark curiosity and enthusiasm for learning.
- How does the tutor or trainer continuously improve their own training methods and delivery?

This question is looking for evidence and detail on how this individual is delivering exceptional training as relevant to their role and your organisational aims and objectives.

You are allowed a maximum of 300 words for this question.

2B: How does this tutor or trainer support and increase the level of engagement with training and development?

- Has the tutor or trainer motivated individuals to take their training and development further that normally wouldn't do so? Please show metrics to support this.
- Has this person helped more people succeed with learning than previously? What are this trainer's or tutor's measurable success rates? How are they helping them succeed?
- Has this tutor or trainer made training more inclusive? If yes - have you evidence to show they have promoted diversity & inclusion in their training environment?

This question is looking for you to show how learners have engaged with this person's training – have you got engagement/success/progression rates or other means to illustrate this?

You are allowed a maximum of 300 words for this question.

4) Question Three – What impact is this tutor or trainer having?

3A: What's the impact of the trainer's or tutor's training over time?

- Can you evidence an improvement in staff/trainees' knowledge, skills, and performance after being under this individual's programme of learning?
- How has this person surpassed what is expected of their role? What is the impact of their training on staff/trainees, your organisation and the wider community?
- Has this tutor's or trainer's success influenced other trainers or tutors in your organisation with their own teaching or training methods?

Tell us how this individual has been successful in their role and the positive impact this had had.

You are allowed a maximum of 350 words for this question

3B: Can you please provide the following testimonials?

- Please provide a testimonial from a senior level stakeholder in your organisation to demonstrate how this individual has led to success and what impact they have had.
- If possible, please also include any stories or testimonials from former trainees who have achieved remarkable success or colleagues to demonstrate the impact on them or the organisation.

You are allowed a maximum of 350 words for this question

This section is to bring your application to life by adding other voices from managers, colleagues, trainees or learners.

5) Evidence file upload

In this section you can collate and upload supporting evidence from all questions in your application and submit these as one document. This should be uploaded as one document up to 9 pages and a maximum of 10MB in size. We strongly urge you to make use of this option to include additional evidence to support your application and bring your responses to life.

Please cut and paste relevant sections of documents, tables or articles and compile them as one document i.e. Word, PowerPoint or PDF. Clearly label each section so that we can tell which each question it corresponds to.

Important: Please don't include external links or videos in your nomination as assessors are unable to click on any external links included. Videos can be referenced or include a screenshot to it in your evidence so that it can be discussed in further detail should your nomination proceed to the next stage of the process.