



# The Big Skill Awards 2008

Celebrating learning, skill development  
and achievement in Norfolk

Presented by  
**LSC Norfolk in partnership  
with BBC Radio Norfolk**

*"Winning a Big Skill Award is a great way to build pride and to generate recognition for hard work in learning and developing skills."*

*Graham Brough, Area Director, LSC Norfolk*

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## Welcome to The Big Skill Awards 2008

The Big Skill Awards recognise and reward people in the county who have improved their own life or the lives of others through learning. The Learning and Skills Council (LSC) wants more people of all ages and backgrounds to participate in learning, develop new skills and be given every opportunity to fulfil their potential.

In partnership with BBC Radio Norfolk, the LSC is inviting people who have learned a new skill or gained a new qualification in 2007/08 to enter The Big Skill Awards. There are eight categories to choose from and entries must show how the nominated person has excelled and/or overcome challenges to acquire new skills and how learning has had a positive impact on that person or other people.

From improving your numeracy and literacy, or learning to develop websites in order to improve your job prospects, perhaps teaching first aid at a village hall or taking on apprentices, The Big Skill wants your nominations. Whether you're at school, college, work or retired, everyone has

opportunities to improve their lives by learning new skills.

So if this sounds like you, or you know someone who deserves some recognition for their hard work to gain or pass on new skills, fill out the nomination form enclosed in this information pack and return it by 31 March 2008. In doing so you could win yourself £250 of gift vouchers to put towards future learning and you'll be helping the LSC and BBC Radio Norfolk celebrate the huge difference learning can make to lives, and encourage others in the county to gain new skills.

Award winners will be announced at a Big Skill presentation evening at The Forum, Millennium Plain, Norwich on the evening of Friday 30 May 2008.

# Entering The Big Skill Awards

People who learn and/or live in Norfolk can be entered for a Big Skill Award.

The eight award categories are:

1. 14 – 16 Learner Award
2. 17 – 19 Learner Award
3. Adult Learner Award
4. Skills for the Community Award
5. Skills for Work Award
6. Workforce Learning Award
7. The Learners' Champion Award
8. E-Learning Award

More information about each of the award categories can be found in the Awards categories and criteria on pages 4 and 5. All entrants can be nominated for as many awards as are relevant.

Nominees can enter themselves and must ask a nominator to support the entry. Nominators can be anyone involved in that person's learning; a learner, manager, teacher, trainer, mentor or employer.

## How to nominate

Nominations can only be made on the official form within this information pack and posted, or online at [www.bbc.co.uk/norfolk](http://www.bbc.co.uk/norfolk)

where the form can also be downloaded and posted or emailed.

Alternatively, information packs can be obtained from the BBC Radio Norfolk Action Desk, telephone **01603 631631**.

The form can be submitted either by a nominee or a nominator.

Entries must be received either at the address stated in the nomination form

by **31 March 2008** or, if emailed to **bigskillnorfolk@lsc.gov.uk** by 5pm on

### 31 March 2008

The nominee and nominator will be sent a letter of confirmation within two weeks of the nomination being received. Please contact Barbara Long at the LSC on **01603 218800** if a confirmation is not received within that time.

Nominees and nominators reaching the final stage will be contacted week commencing 28 April 2008 and invited

to attend the awards evening.

As well as an award, winners of each category will receive £250 towards the cost of future learning. (For the winners of category 6, which is a group award, the £250 will be shared between the winning group). Each runner up will receive a certificate.

## Definitions

The **nominee** is the person being put forward for a Big Skill Award. The nominee should complete the nominee's statement on page 11 of the nomination form and the release statement on page 12 and sign where indicated. For category 6, a nominee can be a group of people, in the other seven categories only an individual can be nominated. Age limits apply to certain categories.

The **nominator** is a person who knows

the nominee and supports their entry and must be aged over 18. The nominator must read the nominee's statement and complete the nominator's statement on pages 9 and 10 of the nomination form to show how the nominee meets the criteria (in 250 words or less) for the category being entered and sign where indicated. The statements can be hand written or typed and securely attached to the nomination form or emailed. The

nominator must specify in detail how the nominee fulfils the criteria giving examples wherever possible.

# The Big Skill Award categories

## Category 1

### '14-16 Learner Award'

#### Who should enter:

An individual aged 14-16 years old who has developed skills and/or made a major learning achievement. This award will celebrate the achievements of a young learner who has demonstrated considerable progress personally and in their studies.

#### Judging criteria:

- Aged between 14 and 16 on 31 March 2008
- Exceeded their original aims and expectations
- Made a significant personal journey to achieve i.e. improved/come a long way from where they started
- If relevant, been able to make progress towards accessing their chosen career path

## Category 3

### 'Adult Learner Award'

#### Who should enter:

An individual aged 20 and over. This award seeks to celebrate an adult learner who has greatly improved their skills and learning and achieved a new qualification.

#### Judging criteria:

- Aged 20 or over on 31 March 2008
- Examples of commitment to develop and progress through their own motivation and determination
- Exceeded their original aims and expectations
- Made a significant personal journey to learn and/or gain a new skill i.e. improved/come a long way from where they started
- Changed their life (or the lives of others) for the better



## Category 2

### '17-19 Learner Award'

#### Who should enter:

An individual aged 17-19 years old who has developed skills and/or made a major learning achievement. This award will celebrate a young learner's exceptional achievements while studying for an Apprenticeship, at school 6th form or further education college.

The individual will display inspirational qualities and demonstrate commitment to their personal development, progression through learning and a contribution to their place of work or study.

This award will recognise the achievements of an individual young learner from an educational institution or workplace.

#### Judging criteria:

- Aged between 17 and 19 on 31 March 2008
- Exceeded their original aims and expectations
- Made a significant personal journey to learn and/or gain a new skill i.e. improved/come a long way from where they started
- If relevant, been able to go on and access their chosen career path

## Category 4

### 'Skills for the Community Award'

#### Who should enter:

An individual who has introduced learning within their community (either voluntary or non-voluntary) and through learning themselves has been able to make a telling contribution to their community.

#### Judging criteria:

- Enhanced the learning experience of others within a community or benefited a community through learning new skills
- Exceeded their own expectations
- Changed their life (or the lives of others) for the better

## Category 5

### *'Skills for Work Award'*

#### **Who should enter:**

An individual who has shown true commitment to developing their skills within the workplace by undertaking specific training to do their job, or has undertaken training/learning independently which directly impacts on their working life.

#### **Judging criteria:**

- Enhanced their working life by progressing their existing career path or retraining in a completely new field
- Exceeded their own expectations
- Made a significant personal journey to learn and/or gain a new skill i.e. improved/come a long way from where they started

## Category 7

### *'The Learners' Champion Award'*

#### **Who should enter:**

Trainers, tutors, teachers, mentors, trade unions and anyone else who is passionate about learning and has made an outstanding contribution to the achievement of others.

#### **Judging criteria:**

- Advocates of learning who are dedicated to teaching and inspiring in their approach to learning
- Shown excellence in teaching, training or mentoring
- Made a positive difference to an individual, team, group or community
- Encouraged learners to achieve and continue their learning

## Category 6

### *'Workforce Learning Award'*

#### **Who should enter:**

A joint entry by an employer and employee(s) to acknowledge a company's commitment to training and developing its staff.

Method of application for this award is a joint nomination from an individual learner and employer or a group of learners and employer. Entrants might be successfully using the Train to Gain service or investing in skills through other training forums.

#### **Judging criteria:**

- Employer support and encouragement in helping staff to achieve qualifications and new skills to benefit both employer and employee
- Success in identifying individual and team training needs
- Encouragement for staff to achieve success
- Made a positive difference to the business and its staff

## Category 8

### *'E-learning Award'*

#### **Who should enter:**

An individual who has utilised the internet to learn and acquire new skills and gain a qualification.

#### **Judging criteria:**

- New skills learnt via internet technology
- Made a positive difference to the individual
- Made a significant personal journey to learn and/or gain a new skill i.e. improved/come a long way from where they started

## ***The Big Skill 'Excellence Award of 2008'***

**This award cannot be entered.** The judging panel will select one winner from each of the eight categories and from these the judges will then select one winner for the 'Excellence Award of 2008'. This award will be in recognition of outstanding achievement and excellence.

#### **Judging criteria:**

- Outstanding success in learning or teaching new skills
- Making a positive difference to their life and/or others' lives
- Dedication to learning new skills
- Exceeding expectations
- Making a significant personal journey to achieve

## The Big Skill Awards - Key Dates 2008

**31 March**

Closing date for nominations

**3 April – 23 April**

Judging process

**Week commencing 28 April**

Finalists informed and invitations sent to finalists and their nominators

**30 May**

Presentation evening of The Big Skill Awards 2008 at The Forum, Millennium Plain, Norwich

## Judges

Entries for The Big Skill Awards will be judged by a panel of experts who are expected to include:

**Tim Bishop – Chair of Judges**

Head of Region, BBC East

**Graham Brough**

Area Director, LSC Norfolk

**Steve Downes**

Education Correspondent, Eastern Daily Press

**Fiona McDiarmid**

CEO, Connexions Norfolk

**Clare Anderson**

Successful Norfolk learner

## Contact details

For further information about The Big Skill Awards 2008 please contact:

**Barbara Long**

**The Big Skill Awards 2008**

**Learning and Skills Council Norfolk**

**Lakeside 500, Old Chapel Way**

**Broadland Business Park,**

**Norwich, NR7 0WG**

Tel: **01603 218800**

Email: **bigskillnorfolk@lsc.gov.uk**



# NOMINATION ENTRY FORM

## The Big Skill Awards 2008

Closing date for entries: 31 March 2008

### NOTES FOR ENTRY

Please read the following notes for entry before completing this form:

1. Entries must be on the official nomination forms and sent by post to:  

Barbara Long,  
The Big Skill Awards 2008,  
Learning and Skills Council Norfolk,  
Lakeside 500,  
Old Chapel Way,  
Broadland Business Park,  
Norwich, NR7 0WG
- or the official nomination form can be downloaded from [www.bbc.co.uk/norfolk](http://www.bbc.co.uk/norfolk) and emailed to [bigskillnorfolk@lsc.gov.uk](mailto:bigskillnorfolk@lsc.gov.uk) by 5pm on 31st March 2008.
2. All required fields of the form must be completed and the forms must be signed by the nominator and the nominee (and the nominee's parent/guardian where applicable) where indicated. Useful definitions:
  - Nominee** – the person/group being put forward for a Big Skill award
  - Nominator** – the person who knows the nominee and supports their entry such as a teacher, trainer, employer, colleague, learner, family member, friend etc
  - Learning or skill development** – anything that a person has done or is doing to improve their knowledge or skills e.g. learned something at home, learnt from a colleague, attended a course, achieved a qualification etc
3. Details should be typed or written in black ink.
4. If nominators/nominees are unable to complete this form personally, they may ask a person to do so on their behalf.
5. The same nominator can nominate as many people in as many categories as he or she deems relevant provided the nominees fit the specific criteria for each category.
6. The same nominee can be nominated in more than one category.
7. In the instance of entering more than one award category or more than one nominee, please do not use the same nomination form. Complete one form for every nominee and every category.
8. Each nominee must give consent to be nominated.
9. Check that the nominee's name is spelled correctly. This name will appear on the certificate and award should the entry be successful. We cannot accept responsibility for names that are spelled incorrectly.
10. The nominees and nominators of all finalists will be contacted to check the information given.
11. For help with this form contact Barbara Long at the LSC on 01603 218800
12. Check that you have indicated for which category the person is being nominated. If a category is not stated, the most appropriate category will be allocated.
13. The judges will base their decision on how closely the nominee(s) fulfil the entry criteria as detailed by the nominator.
14. The judging panel will base their judging on the content of the nomination form only so make sure it is filled in as fully and with as much detail as possible.
15. Representatives from the LSC and the BBC in Norfolk will compile a shortlist of candidates for each award which will be put to the panel of judges listed on page 6 who will decide upon the overall winner of each category.
16. Final judging takes place on Wednesday 23 April 2008. The winner and up to two runners up will be selected for each of the 8 award categories. Only one winner will be selected for the 'Big Skill Excellence Award of 2008'.
17. If there are insufficient entries or entries fail to meet the requisite standard the judges may withhold an award at their absolute discretion.
18. The winners will be announced at the awards ceremony on 30 May 2008 that the finalists and their nominators in each category will be invited to attend. The names of the winners will not be disclosed in advance.

## NOMINEE PERSONAL DETAILS

Full name (please print): \_\_\_\_\_

Mr/Mrs/Ms/Miss: \_\_\_\_\_

Home Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Daytime telephone number: \_\_\_\_\_

Evening telephone number: \_\_\_\_\_

Email: \_\_\_\_\_

Age on 31 March 2008: \_\_\_\_\_

Where did you do your learning e.g. name of college, training provider? \_\_\_\_\_

How did you find out about the Awards? \_\_\_\_\_

Do you have a criminal conviction? Yes  No

If yes, please specify the conviction as this could affect your nomination \_\_\_\_\_

Parent/Guardian consent for the nominee to be entered in to The Big Skill Awards if under the age of 16

Parent / Guardian signature \_\_\_\_\_

PLEASE TICK AWARD CATEGORY ENTERED (please select ONE from the categories below)

14 – 16 Learner Award

Skills for Work Award

17 – 19 Learner Award

Workforce Learning Award

Adult Learner Award

The Learners' Champion Award

Skills for the Community Award

E-Learning Award

### Office use only:

Date received: \_\_\_\_\_

Ref: \_\_\_\_\_

## NOMINATOR'S STATEMENT *(required for ALL entries)*

To be completed by the nominator or by a person on their behalf. If the nominee is selected as a finalist, extracts from this statement will be used to tell the nominee's story and describe their achievements. Please consider this when completing this section.

In 250 words or less, please explain how the nominee meets the criteria for the chosen category. You must use the space below or attach a typed sheet.

If multiple categories are entered by one nominee, separate nominator statements are required for each entry.

You may wish to consider the following questions:

- What learning did the individual/group take?
- Did the individual/members of the group have to juggle their responsibilities during the learning?
- Did the individual/group's learning achievements exceed your expectations, if so how?
- How has/will the individual/group's learning benefit or inspire others?
- How has the individual/group's learning improved their lives?
- What makes the individual/group stand out from the crowd i.e. why should they win?



## **NOMINATOR'S DETAILS (required for ALL entries)**

Full name (please print): \_\_\_\_\_

Mr/Mrs/Ms/Miss: \_\_\_\_\_

Organisation (if applicable): \_\_\_\_\_

Nature of business (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Daytime telephone number: \_\_\_\_\_

Please give the nominator/organisation name that you would like to appear on the certificate if this nomination is selected for a final list:

I confirm that all the information given in support of this entry is correct and I understand that if my nominee is selected as a finalist, the statement I have made may be used at the awards evening.

Signature:

## **NOMINEE'S STATEMENT (required for ALL entries)**

To be completed by the individual, or a representative of the group, that has been nominated for the award, or by a person on their behalf. Please use the space below or if more space is required attach a separate sheet.

1. What do you feel your/your group's main achievements are? \_\_\_\_\_

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2. How has your/your group's learning improved your life, or the lives of others? \_\_\_\_\_

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3. Please add any other information to support your nomination. If you have been nominated for The Big Skill Learner's Champion Award, you may wish to include supporting statements from learners that you have helped below, or enclose these separately.

**NOMINEE'S SIGNATURE *(to be completed for ALL categories)***

I understand that my nomination will only be considered if I, the nominee, have signed the release statement below.

Mr/Mrs/Ms/Miss: \_\_\_\_\_

Full name (please print): \_\_\_\_\_

## NOMINEE'S RELEASE STATEMENT *(to be completed for ALL categories)*

The nominee should read the completed form carefully, including the nominator's statement and then complete and sign the section below.

The LSC would like to use information contained within this form as part of its promotional campaign. This could include using your name, photograph and any other information contained in this form for publicity purposes. If agreed, I understand that I will not necessarily be contacted prior to any information being used for this purpose. Please tick the relevant statement below:

I agree that the information can be used for publicity purposes

I do not want the information used for publicity purposes

If you are a winner/nominee, please refer to these awards as 'The Big Skill Awards 2008, Norfolk' in any future publicity or communication.

I confirm that all information given in support of this entry is correct.

I understand that the judges' decision is final.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of parent/guardian *(if nominee is under 16)*: \_\_\_\_\_

Date: \_\_\_\_\_

## OTHER INFORMATION

To help us monitor our Equality and Diversity Policy we ask that nominees complete the boxes using a tick where appropriate. This information will be securely stored by the LSC and not shared with any third parties. Any information given in this section will be treated separately and will not impact on your entry. Please tick the relevant boxes below.

### Personal details

Male:  Female:  Date of birth: \_\_\_\_\_ Are you disabled? Yes  No

### Ethnic group

Asian or Asian British – Bangladeshi	<input type="checkbox"/>	Mixed – White and Asian	<input type="checkbox"/>
Asian or Asian British – Indian	<input type="checkbox"/>	Mixed – White and Black African	<input type="checkbox"/>
Asian or Asian British – Pakistani	<input type="checkbox"/>	Mixed – White and Black Caribbean	<input type="checkbox"/>
Asian or Asian British – any other Asian background	<input type="checkbox"/>	Mixed – any other Mixed background	<input type="checkbox"/>
Black or Black British – African	<input type="checkbox"/>	White – British	<input type="checkbox"/>
Black or Black British - Caribbean	<input type="checkbox"/>	White – Irish	<input type="checkbox"/>
Black or Black British – any other Black background	<input type="checkbox"/>	White - any other White background	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	Other	<input type="checkbox"/>

**YOUR COMPLETED FORM should be returned by post or via email to:**

**Post**

Barbara Long  
The Big Skill Awards 2008, Learning and Skills Council Norfolk, Lakeside 500, Old Chapel Way  
Broadland Business Park, Norwich NR7 0WG.

**Email**

[bigskillnorfolk@lsc.gov.uk](mailto:bigskillnorfolk@lsc.gov.uk)

## **DEADLINE FOR ENTRIES**

5.00pm Monday 31 March 2008

**The BBC and LSC reserve the right to alter, amend or cancel any or all of the stages or categories at their absolute discretion.**

## **DATA PROTECTION**

This information is captured and stored and may be used to send further information about products and services from the Learning and Skills Council, or relevant third party organisations. The Learning and Skills Council is a registered data controller under the Data Protection Act. If you do not wish to receive further information or your details have changed, please write to the ICT Policy and Strategy Manager at the Learning and Skills Council, Cheylsmore House, Quinton Road, Coventry CV1 2WT.

## **HELP WITH THIS FORM**

If you require a large print copy of this form, or if you have any queries on how to complete the form or would like to send in your entry using an audio tape, please contact Barbara Long at the LSC Norfolk on 01603 218800.



## LEARNING AND SKILLS COUNCIL



Leading learning and skills

The Learning and Skills Council (LSC) aims to improve the skills of young people and adults to ensure that England has a workforce of world class standard by 2020.

### **The LSC:**

- provides free training programmes to young people and adults employed in local businesses
- plans and funds education and training in schools, colleges and sixth forms
- provides advice and supports people wanting to continue in, or return to, education
- provides financial support to young people and adults to allow them to continue in education

## LEARNING AND SKILLS COUNCIL NORFOLK

LSC Norfolk works with schools, sixth forms, colleges, other training providers and partner organisations such as Connexions to ensure the people of the county have every opportunity to become skilled.

LSC Norfolk is investing £116,649,287 in education and training in Norfolk in 2007/08.

For more information on the LSC, visit [www.lsc.gov.uk](http://www.lsc.gov.uk) or ring the Norfolk office on 0845 019 4173.

**“The LSC co-ordinates the educational and training offer in Norfolk with the goal of making a wide range of learning options available and accessible to everyone. Being skilled gives a person more choices and can have a huge impact on their lives and the lives of others. We want all people in Norfolk to have every opportunity to make a difference to their lives in this way.”**

GRAHAM BROUH, AREA DIRECTOR, LSC NORFOLK.

## BBC RADIO NORFOLK

**BBC RADIO NORFOLK**

95.1, 95.6, 104.4 FM & Digital Radio  
[bbc.co.uk/norfolk](http://bbc.co.uk/norfolk)

Over its 28 years, BBC Radio Norfolk has been one of the most successful of the BBC's 40 Local Radio stations, achieving a warm and close relationship with the county that is the envy of national broadcasters.

It first started broadcasting to Norfolk in September 1980 and has built up a strong reputation for its local news, travel, weather and sport. If it's happening in Norfolk, it'll be on BBC Radio Norfolk; from the euphoria of a promotion season for the Canaries, to the vital overnight programming when the threat of flooding hits Norfolk.

**“At BBC Radio Norfolk we're delighted the county's Learning and Skills Council is linked up with the county's radio station for The Big Skill Awards. BBC Radio Norfolk's presenters are joining in wholeheartedly to encourage everyone to take up a new skill or learning experience. Radio airwaves are a great way of bringing a vibrant place like Norfolk together, and together we can make a difference to our lives with new challenges.”**

DAVID CLAYTON, EDITOR - BBC RADIO NORFOLK AND [WWW.BBC.CO.UK/NORFOLK](http://WWW.BBC.CO.UK/NORFOLK)



## KENNY LOGAN

LSC Norfolk and BBC Radio Norfolk are delighted that Kenny Logan, former Scottish rugby international, is supporting The Big Skill. Kenny is launching The Big Skill in February 2008 and will also attend the awards evening on Friday 30 May to present awards to The Big Skill winners.

Kenny has enjoyed success at international level with Scotland including the 1999 Five Nations Championship and the IRB Rugby

World Cups of 1995, 1999 and 2003. His career now includes motivational and after dinner speaking, hosting award ceremonies and various media work. He also runs his own hospitality company Logan Sports Marketing (sponsorship and events).

Kenny has recently learnt a new skill when he appeared on BBC's 'Strictly Come Dancing' to great success, proving himself a very popular competitor.



**Come and watch the skilled people we've got in Norfolk do what they do best...**



Tree surgery • Drama • Bricklaying  
Life drawing • Cooking • Car maintenance  
Photography • Furniture making • Languages • Creative Writing  
First Aid • Horticulture • Maths • Gymnastics • Engineering  
Farming • Pottery • Fashion • Meteorology • Boat building\*

*The Learning and Skills Council Norfolk in partnership with BBC Radio Norfolk presents*

**The Big Skill showcase event and awards ceremony  
with special guest, Kenny Logan**  
**Friday, 30th May 11am – 10pm**

Millennium Plain outside The Forum, Norwich city centre. [www.bbc.co.uk/norfolk](http://www.bbc.co.uk/norfolk)

**BBC RADIO NORFOLK**  
95.1, 95.6, 104.4 FM & Digital Radio

\* The exact list of skills to be showcased  
is yet to be finalised.



For further information and a nomination form please visit  
**[www.bbc.co.uk/norfolk](http://www.bbc.co.uk/norfolk)** and click on The Big Skill logo or  
contact the BBC Radio Norfolk Action Desk on **01603 631631**