

AELP is among the FE and Skills stakeholders who are invited to submit nominations for the Birthday Honours 2019.

Building on this successful nominations of three AELP board members at the beginning of this year, we would like to cast the net wider in encouraging nominations via our regional provider networks and I would be grateful if you would take up the challenge on your region's behalf. With your help, we are looking to nominate 'local heroes'. The nominations process has to be completed by the end of August.

In the words of the DfE's Honours Unit, successful nominations will meet the following criteria:

*We are not simply looking for CEOs and high ranking employees – we welcome nominations for individuals at any level of an organisation. To reflect the diversity of those working within the sector, we are **particularly interested in nominations for women and those from a Black and Minority Ethnic background** who may have previously been overlooked for an honours award.*

*Please note that citations, especially for the higher level honours, should also include a strong voluntary/charitable contribution. **Citations that include clear and detailed examples of impact of what the individual has achieved are more likely to be successful. This is really important.** Your citations will be considered against those in the school and HE sectors and the therefore the strongest will ultimately be put forward.*

When considering individuals who are nearing retirement, please bear in mind that there is cut-off date of a year after retirement in which to receive their award. It is therefore worth considering these individuals at least a couple of years in advance of their retirement date so that they do not lose out because of time constraints. It is possible that they may not be successful at the first attempt.

In other words, the DfE is not looking for a list of posts held; it is essentially about the impact that the nominee has made in your region at whatever level. For example, this could be a tutor or assessor of over 20 years' experience. Another example is a person who has been very successful in reaching out to young people from disadvantaged backgrounds and putting them on a path to a successful career. A person who provided similar inspiration to 'women returners' would be another good example.

The Honours Citation form is attached for completion along with other guidance notes from the Department. If you are interested in taking part in this process, AELP requests that you do the following:

1. Consult with your members on whether any of them each wish to put a colleague forward.
2. If a local provider wishes to put someone forward, ask them to complete the citation form following the DfE guidance. Complete all the green sections where applicable and supply the nominee's date of birth. The completed form cannot be longer than 1 page.
3. If you wish to supply a Supporting Letter from, for example, a charity that the nominee has worked with, please do so, but the DfE are now saying that they only want supporting letters if they really add value to what is already on the citation form. The person's chances of success will not be decreased if no letter is submitted and the citation is strong.

4. Return the citation form and any supporting letters to Aidan Relf (arelf@aelp.org.uk) no later than 5.00pm on **Monday, 27 August**.

We hope very much that you will take advantage of the DfE's invitation to AELP to put forward some 'local heroes' for nomination and that we see more successful nominations from the work based learning sector as a result.

Your support on this would be greatly appreciated.

Kind regards,

Jane

Jane Hickie | Chief Operating Officer | AELP |