

# **Adult Learning Awards 2025 nominations guidance notes**

## **Key information**

Publication type: General

Publication date: Wednesday 18 June 2025

## **Contents**

[About the Mayor of London Adult Learning Awards 2025](#)

[Key dates](#)

[Submitting a nomination](#)

[Preparing and drafting nominations](#)

[Award categories](#)

[Choosing a nominee](#)

[Writing your statements](#)

[After submitting your nomination](#)

[Privacy notice](#)

[If you have questions or need support](#)

## **About the Mayor of London Adult Learning Awards 2025**

The Mayor's Adult Learning Awards celebrate adult learning in the capital. Awards will be given across ten categories, recognising the contribution and achievements of Londoners, learning providers, tutors and practitioners, employers and community organisations.

The Adult Learning Awards are a key part of the Mayor's manifesto commitment to ensure Londoners have the skills they need to get ahead in our economy and for business to thrive.

The awards raise awareness of the capital's adult learning offer, to help Londoners into [Good Work](#) in London's key sectors. This is key to the Mayor's pledge to make London a city that is fairer, safer and greener for all.

Londoners, learning providers and employers are invited to make nominations across the ten award categories.

**Nominations closed on Tuesday 29 July at 11:59pm.**

We want to ensure that nominations reflect London's diversity and we welcome nominations from everyone regardless of age, gender, gender identity, gender expression, ethnicity, sexual orientation, faith or disability.

Winners will be revealed at the Mayor of London's Adult Learning Awards ceremony at City Hall in the autumn.

Details on how to submit a nomination, as well as guidance and information, can be found below.

For any questions or further support, please get in touch with Learning and Work Institute who are managing the nominations process on behalf of the GLA: [molawards@learningandwork.org.uk](mailto:molawards@learningandwork.org.uk).

## Key dates

- Nominations deadline is Tuesday 29 July at 11:59pm.
- Winners selected in September 2025.
- Winners and their nominators will be notified in September 2025.
- Nominators of non-winners will be notified in September 2025.
- Winners announced in October/November 2025.
- Adult Learning Awards ceremony at City Hall in November 2025.

## Submitting a nomination

Before submitting a nomination, please read through the following guidance carefully.

- The nominations process is online.
- Nominations should be submitted online by the nominator.
- Nominators should be advised that information provided in their nomination will be used for publicity purposes. If there is information about the nominee you are not happy to be shared this will affect their eligibility as a winner.
- The online nomination form needs to be completed in one sitting. You cannot save a partially completed nomination form and return to it later. Therefore, we strongly advise you to prepare and draft your nomination in advance.
- It is possible to submit multiple nominations. Once one nomination has been completed and submitted online, you will be able to begin the form again to start a new nomination.
- Please do not submit multiple nominations for the same nominee.
- For individual and tutor/non-teaching professional nominees, it is the nominator's responsibility to explain the process to the nominee and obtain the relevant written statement for inclusion in the nomination.
- For learning provider/community organisations, if the organisation is self-nominating, your nomination must include a supporting statement from one or more of the Londoners you work with.

## Preparing and drafting nominations

An overview of the statements requested within the nomination form are provided on this page to help you prepare and draft your nomination. We recommend that you use them to draft for the following reasons:

- It will enable you to review all questions on the nomination form before completing any answers.
- You will be able to work on your nomination form without being connected to the internet. An internet connection is required to work on the online nomination form.
- Should you encounter any technical issues with the online form, you will still have a saved copy of your work in your document.
- To keep a copy of your final nomination for your own records. Once your nomination has been submitted, you will no longer be able to access it online.

When you are happy with your nomination, complete the online form by copying answers from question from your pre-prepared version into the relevant sections of the [online nomination form](#).

## **Award categories**

### **Mayor of London Inspirational Adult Learner of the Year Award**

For a Londoner, aged 19 and over, who has demonstrated inspirational achievement or commitment to learning and progression in life or work.

### **Mayor of London Learning for Good Work Award**

For a Londoner, aged 19 and over, who has achieved exceptional progression into employment or in-work progression because of further education and training, including overcoming barriers or challenges.

### **Mayor of London Learning for Personal Progression Award**

For a Londoner, who has achieved exceptional personal progression as a result of learning. Including learners who have overcome barriers or challenges, or have experienced improvements to their health and wellbeing; confidence; participation in society and/or participation in volunteering.

### **Mayor of London Distinguished Provider of Adult Education Award**

For a college, institute or other adult training organisation demonstrating commitment to Londoners, tutors and the communities in which they serve. This includes:

- providers who meet or are working towards the Mayor's Good Work Standard
- providers who are inclusive and represent the communities they serve or in which they are located
- providers who are fulfilling their commitments as Anchor institutions in their communities, including setting out plans to achieve net zero carbon estates by 2030

- providers who are delivering industry-relevant provision and outcomes are particularly encouraged to apply.

### **Mayor of London Inclusive Provider of Adult Education Award**

For a college, institute or other adult training organisation demonstrating inclusive teaching environments for their learners beyond those legally required, including those that have provided exceptional support to those requiring additional language and educational support.

### **Mayor of London Inspirational Tutor in Adult Education Award**

For a tutor or practitioner who has gone above and beyond to provide high-quality education or support to Londoners. This award is open to all teaching staff including those working on access or transition programmes that support Londoners progressions into further learning or work.

### **Mayor of London Inspirational Professional in Adult Education Award**

For a member of non-teaching staff at an adult education provider, who has gone above and beyond to provide high-quality education and support to Londoners. This category is open to non-teaching professionals, including (but not limited to) careers advisors, principals, support staff.

### **Mayor of London Champion Employer for Skills and Progression Award**

For an employer who has gone above and beyond to help Londoners get into good work, including employers who have initiated training or development programmes to support employees and/or new entrants into their organisation to acquire skills or support progression.

For employers who invest in early careers engagement, especially if it supports diverse entry routes into work and learning. This can include outreach to schools, work tasters or careers insight initiatives that help Londoners navigate routes into work and learning.

### **Mayor of London Apprenticeship Employer of the Year Award**

For an employer who has gone above and beyond to help Londoners get into high-quality apprenticeships and supported them throughout.

### **Mayor of London Outreach and Engagement of Adults into Learning Award**

For outstanding commitment to supporting Londoners into adult learning opportunities, to gain the skills they need for life, work and progression into good work.

## **Choosing a nominee**

**Nominating individuals**

The Mayor of London Adult Learning Awards celebrate and recognise Londoners who have achieved or made a commitment to learning and progression in life or work.

We want to hear from individuals who progressed into employment, further education or training as a result of learning they have undertaken. We are particularly interested in hearing about Londoners who have overcome barriers or challenges in entering work.

We also want to celebrate Londoners who have made exceptional personal progression because of learning to achieve non-employment outcomes. This can include health and wellbeing, social outcomes and overcoming personal challenges.

### **Individual eligibility criteria**

- Awards are open to Londoners who have studied at a London-based learning organisation which is funded by the Mayor of London.
- Learners must be aged 19 and over.
- There is no limit to the number of nominations that one nominator can make.
- Nominations for individuals who have won awards as part of other award initiatives will be accepted.

### **Who can nominate an individual for an award?**

Anyone who is familiar with the individual's learning and development journey, for example staff at a learning organisation or community-based organisation. Personal and self-nominations are also welcome.

### **Nominating employers**

The Mayor of London Adult Learning Awards celebrate employers offering good work (including paying the [London Living Wage](#)) who have invested in or supported outstanding staff training and development to help Londoners into good-work and progression. The workplace must be based in London, and nominations are particularly welcomed from organisations accredited by the [Mayor's Good Work Standard](#) or actively working towards this.

We want to hear from employers offering good work (including paying the London Living Wage) that have used learning to develop the skills of their workforce to improve productivity, raise morale, increase staff retention and grow their business. We also want to hear from employers offering good work (including paying the London Living Wage) who have gone above and beyond to help Londoners get into high quality apprenticeships and supported them throughout.

Winners in this category will demonstrate that their employees have made significant progress and that the organisation has been enhanced by the training and development on offer. The impact of the learning is the essential part of all our winners' stories, and it is the outcomes from the learning (on the employees, on the business and on the local community) that makes the employer eligible for an award.

Your nomination will give the employer recognition for the outstanding support it shows to its employees, celebrate the positive impact of learning on people's lives, and boost the self-confidence of the learners.

### **Employer eligibility criteria**

- Awards are open to employers who are demonstrably offering good work (e.g. must be paying the London Living Wage), and who are based in London. Nominations are particularly welcomed from organisations accredited by the Mayor's Good Work Standard or actively working towards this.
- We are looking for employers who have gone above and beyond to help Londoners get into good work. We want to hear from employers who have supported training or initiatives to help Londoners gain skills or advance their progression.
- Awards are open to employers based in London and the employer must provide learning opportunities and opportunities for adults who are aged 19 and over.
- There is no limit to the number of nominations that one nominator can make. However, we do not accept nominations for one nominee from multiple nominators.
- Nominations for employers who have won awards as part of other award initiatives, will be accepted.

### **Who can nominate an employer for an award?**

Anyone who is familiar with the employer's staff training and development activity, for example staff who are involved in the delivery of the workplace learning, staff who are recipients of/benefiting from the training, or representatives from partner organisations.

### **What is the process for being nominated?**

The nominator will need to complete a nomination form which tells us about the staff training and development activity and the impacts on the learners and the business. The nomination should also include a statement from one or more of the learners about the difference the learning has made to them at work and why they think the employer deserves an award.

Once the nomination form has been completed, the nominator should submit it. The final deadline for this is **Tuesday 29 July at 11:59pm**. All nominations are then reviewed and winners for a range of awards are selected.

### **Nominating tutors, practitioners and non-teaching professionals**

The Mayor of London Adult Learning Awards recognise tutors and practitioners in the further education sector who have demonstrated inspirational commitment to providing high-quality education and support to Londoners, that goes above and beyond what would normally be expected.

We want to recognise tutors, practitioners, non-teaching professionals and support staff that have supported adult learners in and outside of academic settings and have demonstrated inclusive approaches to supporting learners, beyond legal requirements.

Winners of this category will be tutors, practitioners, non-teaching professionals and support staff will be able to demonstrate how that they have impacted the learning experience of Londoners and the communities they serve.

### **Tutors, practitioners and non-teaching professionals eligibility criteria**

- Awards are open to tutors and practitioners who teach or work at a London-based learning organisation.
- The tutors and practitioners/non-teaching professionals work with adults aged 19 and over.
- Tutors and practitioners must be currently employed or have been employed at a London-based learning organisation within the last two years.
- There is no limit to the number of nominations that one nominator can make.
- Nominations for tutors and practitioners/non-teaching professionals who have won awards as part of other award initiatives, will be accepted.

### **Who can nominate tutors and practitioners for an award?**

Anyone who is familiar with the tutor, non-teaching professional or practitioners' contribution to adult learning, i.e. learners and staff at a learning organisation or community-based organisation, or employers familiar with the work of the individual. Self-nominations are also welcome.

### **What is the process for being nominated?**

Your nominator will need to complete a nomination form which tells us a bit about you, your contribution to adult learning and the impact you have had on your learners. If you are self-nominating, your nomination will include a statement from one or more of your learners about why they think you deserve an award.

Once the nomination form has been completed, your nominator will submit it. The final deadline for nominations is **Tuesday 29 July at 11:59pm**. All nominations are then reviewed and winners for a range of awards are selected.

## **Nominating learning providers and community-based organisations**

The Mayor of London Adult Learning Awards celebrates providers and community-based organisations who have demonstrated a strong commitment to Londoners, tutors and the communities in which they serve.

We want to hear from organisations who have demonstrated inclusive teaching and accommodations for their learners and users beyond those legally required, including those who have demonstrated exceptional support to those requiring additional language and educational support.

Winners of this category will be providers and organisations who are able to demonstrate how they are helping Londoners to gain the essential skills they need for life and work. They will be meeting or working towards the Mayor's Good Work standard, are inclusive and represent the communities they serve or are located in and are fulfilling their commitments as Anchor institutions in their communities, including setting out plans to achieve net zero carbon estates by 2030.

Winners of this category will be able to demonstrate the impact their provision has had on learners, their organisation and the local community, including social outcomes.

## Learning providers and community-based organisations eligibility criteria

- Nominations are open to any adult learning organisations based in London and funded by the Mayor of London.
- The learning organisation must provide learning opportunities for Londoners who are aged 19 or over.
- Learning providers must be funded by the Mayor of London.
- There is no limit to the number of nominations that one nominator can make.
- Nominations for organisations who have won awards as part of other award initiatives, will be accepted.

## Who can nominate an organisation for an award?

Anyone who is familiar with the organisation, for example; staff members, learners, volunteers or representatives from partner organisations. Organisations are welcome to self-nominate. If the organisation is self-nominating, your nomination must include a supporting statement from one or more of the Londoners you work with.

## What is the process for being nominated?

The nominator will need to complete a nomination form which tells us about the organisation. The nomination should include the impacts on the learners or users, and how and why the organisation stands out.

Once the nomination form has been completed, the nominator should submit it. The final deadline for nominations is **Tuesday 29 July at 11:59pm**. All nominations are then reviewed and winners for a range of awards are selected.

## Writing your statements

### Nominating individuals

## Guidance for the nominators and nominees in writing their statements

### Nominator's statement:

Please tell us about the individual's learning journey, including:

- What they have learned. Where and when did the learning take place?
- Did they overcome any barriers or personal challenges prior to or during their time learning?

Tell us the difference this learning has made:

- How has it made a difference to them personally? For example, have they been able to progress in employment, continued in further education, changed career?
- (If relevant) how it has made a difference to their family and/or friends?
- (If relevant) how it has made a difference to their community or had a wider social impact?



**Nominee's statement:**

Tell us why you have done this learning:

- What was your motivation?
- What did the learner/you hope to achieve?

Tell us the difference this learning has made:

- How has it made a difference to you personally? For example, have you been able to progress in employment, continued in further education, changed career?
- (If relevant) how it has made a difference to your family and/or friends?
- (If relevant) how it has made a difference to your community or had a wider social impact?

**Can I get help to write my statements?**

Yes. You can get help from your nominator or someone else (for example a family member, friend, support worker, tutor) to help you write your statements. Talk to your nominator about how you would prefer your statement to be put together. For example, you might prefer to write it yourself or you might prefer to talk about your learning with someone who can then write the statement with you or for you.

**Statements**

Use the below prompts to draft your statements before submitting the final version in the [online nomination form](#) :

Please tell us about the nominee and the learning they've undertaken. [200 words]

What difference has this learning made to them? [200 words]

Please include a short statement from the nominee about the learning undertaken and the difference it's made. [200 words]

Please consider how you share sensitive data in this section (such as that related to the background of learners). We will process any such data sensitivity in line with our data protection statement.

## Nominating employers

### Guidance for the nominators in writing their statements

Tell us about the workplace learning that you are nominating the employer for, including:

- The aim and objectives of the learning, training or development activity.
- Who the learners are, for example is it all staff, certain job roles, particular team(s) or department(s)?
- The learning, training and/or staff development activities that take place, for example what, where and how often.

Think about what difference has the workplace learning made:

- to individual staff (the learners)
- to the business as a whole
- to the local community.

Please provide where relevant evidence and examples and explain how impact is monitored and evaluated.

### Statements

Use the below prompts to draft your statements before submitting the final version in the [online nomination form](#) :

Please describe why you have nominated this organisation for this award. [200 words]

What difference has this made to Londoners or the communities they serve? [200 words]

## Nominating tutors, practitioners and non-teaching professionals

### Guidance for the nominators in writing their statements

Please tell us about the tutor or practitioner/non-teaching professional you would like to nominate:

- What they teach, where, and how often or what kind of support assistance do they provide.
- Who the learners are.

Please tell us about why you are nominating this person:

- What is it about their teaching style, approach that is inspirational?

- What support have they offered to learners of their learning institution that has made an impact?
- How have they demonstrated a commitment to go over and above normal expectations?

Please tell us about the difference that this person has made. This might include:

- How they have made a positive difference to the learners they work with.
- How they have made a difference to the community or had a wider social impact.

## Statements

Use the below prompts to draft your statements before submitting the final version in the [online nomination form](#) :

Please tell us about the work this tutor/professional has undertaken to contribute to adult learning in London.  
[200 words]

What difference has this tutor/non-teaching professional made to Londoners? [200 words]

Please include a short statement from the nominee about their teaching or other contribution to adult learning and the difference it's made. [200 words]

Please consider how you share sensitive data in this section (such as that related to the background of learners). We will process any such data sensitivity in line with our data protection statement.

## Nominating learning providers and community-based organisations

### Guidance for the nominators in writing their statements

Please tell us about the learning organisation you are nominating including:

- the aim and objectives of the project and provision
- who the learners are
- the learning activities that take place, for example what, where and how often. And/or, how the organisation has supported Londoners into adult skills opportunities

- what difference has the project or provision made to Londoners? Please provide evidence and examples and explain how impact is monitored and evaluated.

Please tell us about the difference this organisation made to learners and the wider community:

- What is remarkable about this organisation? What makes it stand out as exceptional? This can include how the learning organisation or community-based organisation is:
  - providing business and Londoners with skills
  - supporting growth o Improving Londoners' standard of living
  - meeting or working towards the Mayor's Good Work Standard
  - fostering an inclusive environment, that is representative of their local community
  - fulfilling their commitments as Anchor institutions in their communities, including setting out plans to achieve net zero carbon estates by 2030
  - using inclusive teaching approaches for their learners or providing support to learners beyond those legally required, including how they demonstrate exceptional support to those requiring additional language or educational support.

## Statements

Use the below prompts to draft your statements before submitting the final version in the [online nomination form](#) :

Please describe why you have nominated this organisation for this award. [200 words]

What difference has this made to Londoners or the communities they serve? [200 words]

A short statement from a Londoner who has worked with the organisation about the learning undertaken and the difference it's made. [200 words]

## After submitting your nomination

We will notify all award winners and their nominators in the autumn. If your nominee is selected as an award winner, someone from the team will contact you.

We will announce award winners publicly in the autumn.

## Privacy notice

Please read our [privacy notice](#) for more information on how we handle your personal data.

## If you have questions or need support

**Nominations closed on Tuesday 29 July at 11:59pm.**

If you have any questions about the nominations process or are unable to complete the online nominations form due to technical or accessibility issues, please email the Learning and Work Institute at [molawards@learningandwork.org.uk](mailto:molawards@learningandwork.org.uk).

We aim to respond to emails within one working day.

[Back to table of contents](#)