

# ILM AWARDS FOR EXCELLENCE 2009

ILM LEARNER  
OF THE YEAR  
ENTRY FORM

CELEBRATING SUCCESS  
IN LEADERSHIP AND  
MANAGEMENT



# ILM AWARDS FOR EXCELLENCE 2009

## ILM LEARNER OF THE YEAR ENTRY FORM



This award celebrates an outstanding learner who has excelled in their chosen qualification, inspired others, or achieved success for their organisation as a result of taking an ILM programme.

If you have worked with a learner who has completed an outstanding project, made a difference to their team, organisation or community through their studies this is your opportunity to nominate them for recognition.

### Who's eligible

Individuals who have completed an ILM qualification or an endorsed or development programme during the period 1 January 2008 to 31 December 2008.

### Nominated by

ILM centres/providers

### Criteria

Judges will be assessing entries against the following criteria:

- How the learner's achievement of an ILM qualification/programme has contributed to the success of their organisation, business or community with qualitative and quantitative measures as evidence (20 marks)
- Excellence of work submitted as part of the ILM qualification or programme (10 marks)
- Evidence of transferring knowledge/skills to others (eg their team, colleagues) and the impact it has had on them (10 marks)
- The extent to which the nominee's story is an inspiration to others to learn and develop themselves (10 marks)

### National and international judging

Entries will be judged in UK national categories – England, Wales, Scotland and Northern Ireland. The rest of the world will be judged in an International category. One winner from each of these categories will be put forward for nomination as the overall winner for the ILM Learner of the Year Award.

### Each panel of judges will include:

- A Chair
- Three ILM Fellows, two of whom will represent the business community and one of whom will have a training background
- A representative of ILM

The national judging panel will comprise of the five chairs of the regional/international rounds.

### How to enter (application notes)

#### Making a nomination (section A)

Please complete your personal details and those of your nominee in BLOCK CAPITALS. Details of the ILM qualification or endorsed or development programme the learner has completed should be stated in the application. This is the official qualification title, not necessarily the title of the programme of study given by the centre/provider. Please make sure that you list the vocational level given to the qualification (eg ILM Level 3 Certificate in First Line Management etc). Or for in-house programmes the title of the programme plus whether it is an endorsed or development programme. Please include a copy of the schedule of results to prove that the individual has achieved the qualification.

#### About the learner (section B)

Please provide a brief background about the learner, their organisation and role, the benefits the learner gained from the programme and the highlights of the work submitted for the qualification. The nomination should also explain how the learner applied themselves while on the programme and how they have made a difference to their team, organisation, or community through their studies or subsequent work.

#### Referee (section C)

The nomination should be supported by a second person, for example your ILM external verifier or quality manager, or a representative from your centre, such as an internal verifier, head of department or training manager, or from the learner's employer.

You may ask the referee to add a short supporting statement as part of your nomination in the blank space in section C.

### Conditions of entry

- 1 Nominations should be made by ILM centres/providers
- 2 Entries must arrive at ILM before 12.00 on Friday 30 January 2009
- 3 Late nominations will not be put forward for judging but will be returned to the sender
- 4 Incomplete forms will be returned to the sender but can be resubmitted if there is sufficient time before the closing date
- 5 Entries must not exceed the maximum word count for each section
- 6 You will receive an email acknowledgement of your entry by Wednesday 4 February 2009
- 7 If you have submitted an entry but you do not receive an acknowledgement, please call 01543 266855 (Monday to Friday, 09.00 to 17.00). Please note it is your responsibility to check that we have received your entry
- 8 Judging will take place at the end of February 2009 and you will be notified of the outcome shortly after
- 9 The judges' decision is final and no correspondence will be entered into regarding the award results and judging process
- 10 The awards ceremony will be held at a lunchtime event in London on Friday 24 April 2009, with prizes presented by ILM's chairman, chief executive and the keynote speaker

Please send entries to:

**ILM Awards for Excellence 2009**  
**Institute of Leadership & Management**  
**Freeport LF52, Lichfield, WS13 6BR**  
Or email:  
**awardsforexcellence@i-l-m.com**

Section A	
Your details	
Title (Ms, Mr, Mrs etc)	
First name	
Surname	
Job title	
ILM centre name	
ILM centre number	
ILM centre address	
Town	County
Postcode	Country
Telephone	
Mobile	
Email	
Your nominee's details	
Title (Ms, Mr, Mrs etc)	
First name	
Surname	
Job title	
Company name	
Company address	
Town	County
Postcode	Country
Telephone	
Mobile	
Email	
Candidate registration number	
What ILM qualification or endorsed or development programme has the learner completed (including the level)?	
What date did the learner start the course?	
What date did the learner complete the course?	
Which region are you entering for?	
<input type="checkbox"/> England <input type="checkbox"/> Wales <input type="checkbox"/> Scotland <input type="checkbox"/> Northern Ireland <input type="checkbox"/> International	

### To apply

Simply complete the form, using black ink and BLOCK CAPITALS for section A, and return to:

**ILM Awards for Excellence 2009**  
**Institute of Leadership & Management**  
**Freepost LF52, Lichfield, WS13 6BR**  
 Or email:  
**awardsforexcellence@i-l-m.com**

### Application notes

Before you submit this entry, please ensure that you have included:

- Your centre number
- Schedule of results
- Support from a referee
- Your signature

And finally

- Make sure that you have answered all the questions
- Be concise and focused in your answers
- Do not exceed the maximum word count for each section – if you do your entry will not be accepted for judging
- Consider the weight of each question and focus responses accordingly
- Provide specific examples of achievements and measures of success
- Keep diagrams and charts to a minimum
- Only submit supporting evidence if essential to demonstrate success and make it clear how it links to your nomination. Do not submit more than four sides of A4 as supporting evidence

**The closing date for entries is Friday 30 January 2009**

ILM reference number

Section A continued

In brief, what prompted you to nominate the learner for this award and why do you feel they have demonstrated excellence?

Section B – the learner

Please tell us how the learner's achievement of an ILM qualification/programme has contributed to the success of their organisation, business or community. Include qualitative and quantitative measures as evidence (up to 500 words) 20 marks

Section B – the learner

What is remarkable about the work submitted as part of the ILM qualification or programme? (up to 200 words) 10 marks

Please tell us how the learner has transferred their knowledge/skills to others (eg their team, colleagues) and the impact it has had on them (up to 200 words) 10 marks

To what extent is the nominee's story an inspiration to others to learn and develop themselves (up to 200 words) 10 marks

Total word count for Section B

## Section C – Referee

The nomination needs to be supported by a second person such as your ILM external verifier or quality manager, a representative of your centre such as an internal verifier, head of department or training manager, or the individual's employer.

Name of endorser

Signature of endorser

Date

Position

Company name

Relationship to nominee

Email address

### Publicity

There is always media interest in the winners of the ILM Awards for Excellence. Please give details of the person who can respond most effectively to publicity enquiries about you and your learner – for example the marketing/communications officer, press officer, etc.

Name

Daytime phone number

Mobile phone number

Email address

What is your learner's local radio station?

What is your learner's local newspaper?

### Declaration

I confirm that to the best of my knowledge the information supplied above is correct and the statements are true and accurate. I also confirm that I have read and agree to the conditions of entry into the ILM Awards for Excellence 2009.

Name in BLOCK CAPITALS

Signature

Date