



2007-2013 ACTION NOTE

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ADULT LEARNERS' WEEK (ALW) 2010 SELECTION PROCESS FOR REGIONAL ESF INDIVIDUAL AWARD WINNERS

WHO

ESF Team Leaders and publicity contacts in regional Managing Authority teams, the London Development Agency (LDA) EPMU, ESF Co-financing Organisations (CFO) and national DWP Delivery Directorate and LSC ESF Teams.

WHAT

This action note sets out action required by regional Managing Authority teams and the LDA EPMU to manage the sifting and selection of the nine regional ESF individual award winners for Adult Learners' Week 2010, in consultation with CFOs and other beneficiaries as appropriate.

CLEARED

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Stephen Clarke, LSC National Office
Karen Wynn, DWP WWEG ESF Team

BACKGROUND

1. Each year ESF sponsors Adult Learners' Week (ALW) which is organised by the National Institute of Adult Continuing Education (NIACE). For more information, see www.alw.org.uk. ALW takes place in May and provides excellent opportunities to publicise regional and national winners of ESF awards. In 2010 Adult Learners' Week runs from 15-21 May.
2. Each autumn regional Managing Authority teams, the LDA EPMU, CFOs and other beneficiaries raise awareness of ALW amongst providers and encourage them to submit nominations for ESF awards for individual participants, groups of participants and those running projects. In 2010 the closing date for nominations is Friday 29 January so there is still time for providers to submit nominations.
3. In late February a selection process takes place to choose regional ESF (and other) ALW award winners. Last year, to simplify the process, we agreed a new selection panel process in consultation with NIACE and the ESF Publicity Strategy Group. Under this arrangement each region is asked to select an ESF individual winner for their region only. This process worked well last year and we intend to continue with it again in 2010.
4. The process for sifting and selecting each regional winner is detailed in the attached Annex. Regional Managing Authority teams and the LDA EPMU will lead on the process in their regions. Regional Managing Authority teams and the LDA EPMU are encouraged to involve one or more of their regional CFOs. The central Managing Authority will not participate in regional panels but its regional publicity leads (contact details in paragraph 10 below) can provide advice and support if requested.
5. It is recommended that each selection panel comprises at least three members. Panel members can agree how they select winners: meeting in person, telephone conference, email exchange or a combination of these. The central Managing Authority will provide information on scoring criteria. Each Regional Managing Authority team and the LDA EPMU is responsible for recording the process used, why the winner was selected and on the ranking of other candidates in order. The record should be signed by the selection panel, a copy sent to the central Managing Authority and the original retained on file in the region.
6. If a region wishes to discuss selection arrangements please consult Stella Pearce in the central Managing Authority (contact details below). Panels will need to take place and winners notified to the central Managing Authority within a short timescale of 22 February and 3pm on 24 February, so that national ESF winners can be selected by 1 March (to comply with NIACE's overall deadline for the selection of winners). NIACE will contact regional ESF award winners from 24 March and there will be an embargo on publicising their details until ALW during 15-21 May (official Press Embargo date is to be confirmed but is likely to be a week before ALW, after which NIACE will begin sending out press releases for each winner).
7. In addition, there are a number of national ESF awards. These will be decided after the regional selection process by a small national panel which will be set up by the central Managing Authority and comprise representatives from the central Managing Authority, NIACE and DWP Delivery Directorate and LSC national ESF teams. The central Managing Authority has written separately to DWP and LSC national ESF teams about this. ESF publicity leads in regional Managing Authority teams and the LDA EPMU will be notified of the national ESF award winners during March.

8. Prior to ALW in May, central Managing Authority regional publicity leads will liaise with their regions on arrangements to publicise the regional ESF ALW award winners, plus any national award winners that may come from their region.

ACTION

9. Regional Managing Authority teams and the LDA EPMU should put in place a selection panel for choosing this year's ALW ESF individual award winner in their region in line with the process set out in the Annex. As a first step, each regional Managing Authority team and the LDA EPMU is asked to provide Stella Pearce with contact details of the person managing the selection process by Friday 15 January.

10. If the lead person in the regional Managing Authority team or the LDA EPMU wishes to discuss arrangements in their region, they should contact the following Managing Authority Policy team regional publicity leads:

Stella Pearce	Stella.Pearce@jiu.gsi.gov.uk tel: 0114 267 7430	East Midlands South East South West
Tony McMahon	Tony.McMahon@jiu.gsi.gov.uk tel: 0114 267 7338	North West West Midlands
James Ritchie	James.Ritchie@jiu.gsi.gov.uk tel: 0114 267 7292	London
Emily Tucker	Emily.Tucker@jiu.gsi.gov.uk tel: 0114 267 7297	East of England North East Yorkshire and the Humber

CONTACT

Stella Pearce
ESF Managing Authority: Policy Team
Tel: 0114 267 7430
Stella.pearce@jiu.gsi.gov.uk

Process for the selection of regional ESF ALW individual award winners in 2009

Action	By Whom	Timescale
NIACE forwards regional Managing Authority teams and the LDA EPMU details of the number of nominations for their regions (with copies to Stella Pearce in the central Managing Authority).	NIACE	By Friday 5 February
Regional Managing Authority teams and the LDA EPMU identify panel members (including where appropriate CFOs) and confirm the selection arrangements and timetable with them.	Regional Managing Authority teams & LDA EPMU	By Friday 5 February
NIACE undertakes initial sift to remove ineligible and inadequate nominations. NIACE then forwards a set of short listed nomination forms to each regional contact (who will need to take multiple copies).	NIACE	By Friday 12 February
i) If there are <u>five or less nominations</u> , the <u>regional Managing Authority team or LDA EPMU</u> sends hard copies of all the nomination forms to panel members, along with scoring criteria. ii) If there are <u>six or more nominations</u> , the <u>regional Managing Authority team or LDA EPMU</u> shortlists the applications down to the top five and sends copies of these to other panel members.	Regional Managing Authority teams & LDA EPMU	By Wednesday 17 February
Panel members read the nominations and rank them in order in line with the scoring criteria provided by the central Managing Authority. At this stage, <u>regional Managing Authority teams and the LDA EPMU</u> should confirm the legitimacy of the nominations with the appropriate CFOs or other beneficiaries.	Regional Managing Authority teams & LDA EPMU	Panels meet/decide between Monday 22 – noon Wednesday 24 February
The panel takes a final decision on each winner by a meeting, telephone conference, email exchange or combination of these and notifies the name of the winner to stella.pearce@jiu.gsi.gov.uk by 3pm on Wednesday 24 February	Panel chair	By 3pm Wednesday 24 February
Each <u>regional Managing Authority team and the LDA EPMU</u> records the process used, why the winner was selected and the ranking of other candidates in order. The record should be signed by the selection panel, with a copy sent to Stella Pearce in the central Managing Authority and the original retained on file in the region.	Regional Managing Authority teams & LDA EPMU	By Friday 26 February
The national panel selects a national 'ESF Outstanding Learner of the Year' award winner from the regional individual winners. The national panel also selects the national ESF 'Opening Doors', 'Group' and 'Learning Works' award winners (and notifies regions where the winners are based).	Central Managing Authority Policy Team	Monday 1 March
ESF Central Managing Authority Policy Team Managing Authority checks the eligibility of potential winners and notifies NIACE of any issues.	Central Managing Authority Policy team	By Wednesday 10 March

NIACE start contacting winners	NIACE	11 March onwards
NIACE leads on producing publicity material on winners for ALW. Please note: preliminary work can be undertaken with winners once NIACE notification to winners is confirmed to the central Managing Authority in April however no publicity must go out until the Press Embargo date.	NIACE/All	Following NIACE Confirmation Panel on Monday Tuesday 23 March