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| unionlearn.jpg | **Annual Conference 2020** |

**Unionlearn ULR awards 2020 – Guidance notes**

Following on from the success of the ULR awards at our previous conferences, unionlearn would like to continue demonstrating and acknowledge the range of work undertaken by Union Learning Representatives and to celebrate these achievements. The awards will be presented at the unionlearn annual conference 2020 with dates to be confirmed.

Unionlearn will be presenting six awards, based on the following subject areas:

* **Apprenticeships**
  + We are looking for reps who have engaged directly with apprentices in supporting them to complete their high-quality apprenticeships. For example, they may have engaged with apprentices by providing them with resources such as eNotes and delivering workshops and high quality learning opportunities.
* **English (literacy)**
  + We are looking for reps who have helped their members identify literacy needs and encouraged them to get back into learning. For example, they may have setup a workplace reading group using the Quick Reads titles or building partnerships with providers to offer English courses in the workplace.
* **Maths (numeracy)**
  + We are looking for reps who have helped their members identify numeracy needs and encouraged them to get back into learning. For example, running a numeracy workshop using resources such Citizen Maths or helping members make informed financial decisions and plan their finances.
* **Supporting disadvantaged learners** 
  + We are looking for reps who have unlocked barriers and provided learning opportunities for disadvantaged learners, both in the community and in the workplace. For example, working with migrants in the community to improve their skills and training or working with disadvantaged groups in the community for whom English is a second language. Other examples include setting up learning centres offering flexible learning opportunities and ULR support or running dyslexia awareness courses in the workplace.
* **Older workers**
  + We are looking for reps who have engaged with older workers to support and signpost them in the areas that are important for them at their stage of life. For example, running Mid-life career reviews with colleagues or supporting workers faced with redundancy or in need of retraining as they approach the end of their careers.
* **Digital**
  + We are looking for reps who have helped their members identify digital needs and encouraged them to get back into learning. For example, encouraging members who don’t know about the benefits of the Internet to give it a try and provide opportunities, so they can access free Internet training or helped members upskill/retrain in new digital skills.

The ULR awards will be judged on the following assessment criteria:

1. **Impact**
   * This could include:
     + Perceived benefits of learners
     + Changing employer behaviour
     + More productive and innovative workforce
     + Better wages
     + Better able to adapt to changing conditions
2. **Progression**
   * This could include:
     + Progression to higher learning
     + Promotion to a new job
     + Career change
3. **Partnership working**
   * This could include:
     + Developing a new partnership with a provider
     + Working with voluntary organisations on a learning programme
     + Collaboration working with the National Careers Service to provide workplace IAG sessions
4. **Union added value**
   * This could include:
     + Union expertise and involvement
     + Input of union resources, e.g. union learning centre
     + Union brokerage services
     + Union delivered programmes
5. **Innovation/creativity**
   * This could include:
     + Developing new materials and methods that are mainstreamed and embedded into practice of organisations
     + Creative solutions to meeting a specific need
     + Technological advancements to support learners
6. **Learner support**
   * This could include:
     + The range of support provided by ULRs, e.g. coaching, mentoring, advice and guidance
     + Union learning centre support services
     + Union materials and resources
     + High completion rates
7. **Employer support/engagement**
   * This could include:
     + A joint employer/union learning committee
     + A learning agreement clearly setting out the level of employer support
     + Employer funding for learning
     + Paid release for workers to participate in learning opportunities
8. **Improved productivity/performance**
   * This could include:
     + A more productive and innovative workforce
     + More competitive
     + Improved the quality of services/products
     + Reduced staff turnover and absences
     + Increased staff morale
9. **Qualifications/completions**
   * This could include:
     + High completion rates
     + Achieving higher qualifications
     + Meeting a specific skills shortage
     + Raising standards and quality
10. **Tackling inequality**
    * This could include
      + Widening access to under-represented groups
      + Supporting people from disadvantaged backgrounds
      + Providing new opportunities’ to disabled, black and minority ethnic groups

Unions may submit up to a maximum of 10 nominations across all six subject areas. Please complete the attached form and submit it to unionlearn by the deadline of **Friday 26th June** (the address is at the end). Please complete the form in typescript or black ink so that we can photocopy it. Forms submitted without a completed equality monitoring page will not be accepted, but that page is for monitoring purposes only and will be detached from the form before judging takes place. Please obtain the consent of the person being nominated before submitting this form – they must sign the waiver on the equality monitoring form attached, which they should fill in themselves.

**Unionlearn’s decision about any aspect of this award is final.**