

people:skills:jobs:



Department for  
**Employment  
and Learning**  
[www.delni.gov.uk](http://www.delni.gov.uk)

# ESSENTIAL SKILLS AWARDS 2014

## ENTRY FORM



essential skills  
know how to get ahead

# ESSENTIAL SKILLS AWARDS 2014

## ENTRY FORM

### Purpose of the Awards

To celebrate the achievements and successes of students who have excelled in Essential Skills training – literacy, numeracy and ICT.

### Award Categories

**Co Antrim Essential Skills Award winner 2014**  
**Co Armagh Essential Skills Award winner 2014**  
**Co Down Essential Skills Award winner 2014**  
**Co Fermanagh Essential Skills Award winner 2014**  
**Co Londonderry Essential Skills Award winner 2014**  
**Co Tyrone Essential Skills Award winner 2014**  
**ICT Essential Skills Award winner 2014**  
**Essential Skills Trade Union Learner of the Year 2014**

From these categories, the judges will select an overall Northern Ireland Essential Skills Learner of the Year 2014.

### Eligibility

Learners for the County Awards are eligible to enter based on the county in which they undertook/are undertaking their course of study - literacy, numeracy or ICT.

All ICT learners are eligible for the overall ICT Learner of the Year award - please tick the ICT category if you wish to be considered.

Trade Union Learners, supported through the Northern Ireland Union Learning Fund, can be entered in any category, but must also tick the Trade Union category to be considered for this award.

All learners must be nominated by their Essential Skills tutor.

### Awards Process

Closing date for receipt of applications – **11 February 2014**

Judging period – **week commencing 24 February 2014**

Winners notified – **week commencing 3 March 2014**

**Essential Skills Awards Ceremony**  
**Wednesday, 2 April 2014**  
**Hillsborough Castle**

The awards will be presented by a VIP from the Department for Employment and Learning.



## Essential Skills Entry Form

Learners should have commenced or completed their qualification in literacy, numeracy or ICT between 1 January 2013 and 31 December 2013.

Part 1 of the Essential Skills Entry form must be completed by an Essential Skills tutor.  
Tutors can nominate as many people as they wish, but a separate form must be completed for each learner.

The tutor must ensure Part 2 of the Essential Skills entry form is completed by the Essential Skills learner.

Please note any application forms which don't have two signatures (one from the tutor and one from the learner) will not be considered for an award.

Entries should preferably be type-written and provided in A4 format.

Please provide as much information as possible in support of the entry.

Additional supporting materials such as photographs or reports are welcome but not compulsory. Please bear in mind that we cannot return any of these materials.

Application forms can be downloaded from the Department's website at [www.delni.gov.uk/essentialskillsawards2014](http://www.delni.gov.uk/essentialskillsawards2014) or on request from the address below.

Parts 1 & 2 must be returned via post or email **by noon on Tuesday, 11 February 2014** to:

Essential Skills Branch  
Department for Employment and Learning  
1st Floor  
Adelaide House  
Belfast  
BT2 8FD

Tel: 028 9025 7597

Email: [essentialskills@delni.gov.uk](mailto:essentialskills@delni.gov.uk)



# ESSENTIAL SKILLS AWARDS 2014 ENTRY FORM

## Part One

### To be completed by Essential Skills tutor

Name of Tutor:	Name of Learner:
Organisation Name:	Address:
Address:	
Postcode:	Postcode:
Contact Telephone Number (W):	Contact Telephone Number:
Contact Telephone Number (M):	Email:
Email:	

Please tick award category (or categories):

- |  |  |
|--|--|
| <input type="checkbox"/> Co Antrim Essential Skills Award winner 2014    | <input type="checkbox"/> Co Londonderry Essential Skills Award winner 2014     |
| <input type="checkbox"/> Co Armagh Essential Skills Award winner 2014    | <input type="checkbox"/> Co Tyrone Essential Skills Award winner 2014          |
| <input type="checkbox"/> Co Down Essential Skills Award winner 2014      | <input type="checkbox"/> Northern Ireland ICT Learner of the Year 2014         |
| <input type="checkbox"/> Co Fermanagh Essential Skills Award winner 2014 | <input type="checkbox"/> Northern Ireland Trade Union Learner of the Year 2014 |

What learning programme(s) has your learner undertaken?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Briefly describe his/her achievements:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

How has learning improved his/her life?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Has his/her experience benefited/inspired other people? Please outline below:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# ESSENTIAL SKILLS AWARDS 2014 ENTRY FORM

## Part Two

### To be completed by Learner

Why did you decide to return to learning?

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What have you gained from your experience?

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What are your future plans?

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**I agree to the information on this form being used in any publicity arising from the Essential Skills Awards 2014.**

Learner's Name:

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Learner's Signature:

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Date:

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Please ensure that Parts 1 & 2 of the Essential Skills entry form are returned by  
**Tuesday, 11 February 2014** to:

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Belfast  
BT2 8FD

Email: [essentialskills@delni.gov.uk](mailto:essentialskills@delni.gov.uk)