

The Outstanding Personal Tutor Award is designed to give recognition to tutors who provide extraordinary service to their students and their learning community. The award will acknowledge and celebrate the contributions of staff whose primary responsibility is to support individual learners to develop and progress. The Outstanding Personal Tutor Award recognises innovative tutoring techniques, the quality of practice, the impact an individual tutor makes and the standards to which they work.

Nominations are invited from across the Further Education and Training Sector and open to anyone undertaking a 1:1 role supporting learners to achieve. Job titles for relevant nominees may include, but are not restricted to Tutor, Mentor, Learning Coach and Tutor/Assessor.

The 3 award finalists will be notified in October 2023 and invited to attend the FETN Annual Conference on Friday 10th November 2023 where the winner will be announced.

The winner of the FETN Outstanding Personal Tutor Award will receive a commemorative gift and given the opportunity to present at the following year's FETN Annual Conference. The Award winner's organisation will also receive a commemorative plaque.

The two remaining finalists will each receive a commemorative gift in recognition of their achievement.

Details of all finalists will appear on the FETN website following the conference.

Eligibility Criteria

The nominee should be practicing as a Personal Tutor¹ at the time of nomination, and will have completed at least 1 full academic year as a personal tutor in their current organisation.

Nomination Guidelines

The nominating organisation does not need to be a current FETN Member. Each organisation may nominate one tutor for the award. Nominations must include a Nomination Form and Letter of Recommendation.

The Nomination Form:

The Nomination Form must be signed by the nominee's line manager. This form will be separated from other documents to ensure a fair, blind review process.

The Letter of Recommendation:

This must be written by the nominator on plain paper so that it does not identify the institution. It should address how the tutor fulfils each aspect of the selection criteria, citing relevant examples of their practice. The tutor should only be referred to by their first name, failure to do so will result in the nomination being rejected.

Selection Criteria (100 total points)

Applications will be judged on how well they demonstrate that the tutor:

1. Makes a significant impact on individual learners' progress (20 points)
2. Shows initiative and creativity in supporting learners and meeting individual needs (20 points)
3. Applies the range of personal skills and attributes required to support learners well (20 points)
4. Demonstrates how well their practice reflects the criterion set out in the National Occupational Standards for Personal Tutoring (20 points)
5. Promotes the value of tutoring within their organisation and serves as a mentor to other tutors, formally or informally (10 points)
6. Pursues personal growth and professional development through either self-directed learning or by attending workshops, conferences, seminars, or classes to learn new skills (10 points)

¹ The term 'Personal Tutor' is a generic term referring to all those working regularly on a one-one basis to help learners progress.



FETN Outstanding Personal Tutor Award



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The closing date for nominations is **4:00pm on Friday 1st September 2023**. Please download and complete the Nomination Form.

The Nomination Form and Letter of Recommendation should be submitted together by email to info@fetn.org.uk marked **FETN Award Nomination** in the subject heading

General enquiries regarding the award should be sent to info@fetn.org.uk Please note, in the interest of fairness and impartiality details relating to individual nominations cannot be discussed.

We look forward to receiving your nomination and wish you good luck.

Dr Sally Wootton
FETN Founding Director