



Nominating someone working in education and children's services for an honour

Overview

This briefing note provides you with the information you need to nominate someone for an honour. Anyone can make a nomination by completing the honours nomination form, available at www.gov.uk/honours and posting or emailing it to the Cabinet Office.

An honour is for those who have made a positive difference to the lives of children or young people in their community. It recognises people who have made significant achievements in public life or committed themselves to serving their community. People who receive an honour have made life better for others.

An honour is not a reward for a "good day's work", or for the length of time a person has spent in a job. It is about the impact the person has made.

Nominees

We are particularly interested in receiving nominations for classroom teachers, foster carers, social workers, people delivering vocational education and those who have made a lasting impact to education and the care of children and young people. We want to recognise men and women, young and old, people from any ethnic minority background. If they are making a positive difference then we want to know about them.

What to consider when completing the nomination form

- A strong nomination includes information which highlights how the nominee has delivered outstanding work in their school, local authority area or wider community. It should also include how their work has had a wider positive impact and at what level this has been (for example, a local, regional or national level). Nominations should include examples and evidence to support these statements. For instance, examples of how a nominated foster carer has supported other foster carers in their area, or the measurable impact a nominated teacher has had on a specific school's performance.
- It is important that as much information as possible about the nominee is provided, and their substantive contribution is explained.
- Nominations for head teachers should demonstrate their impact on the school's performance in terms of tests, exam results and Ofsted ratings compared to previous years, and how it has been sustained.

- Nominations for classroom teachers should demonstrate their impact on attainment, highlight any challenging circumstances they have overcome to help students achieve, and give details of any extra tuition or extra-curricular activities they lead.
- Nominations for social workers or foster carers should demonstrate their impact in terms of the number of children fostered, how they have spread best practice or mentored others in their field, and the complexity of the challenges they have faced.
- Nominations for people delivering vocational education should highlight what they have done to give more young people a chance to develop a specialism and build a rewarding career.
- If the nominee is responsible for a specific initiative, include detail about their role, their part in its progress and how it has made a difference to the lives of children or the community.
- Include any other recognition of their achievements such as local or national awards (such as from the local authority or the Social Worker of the Year Awards), or any special recognition for volunteers from the organisation they contribute to.
- Reference any prominent people or organisations that support the nomination, for example a local MP or the Chief Executive of the charity they volunteer with. If the nomination is supported by people other than the nominee's organisation, such as parents, students, businesses and learning providers, their supporting references should state the **specific impact** the nominee has made on their lives.
- You may find it useful to receive further guidance on writing nominations. If so, please do not hesitate to contact the Department's honours team at: honours.team@education.gsi.gov.uk
- Finally, don't worry if you are unable to provide all of the details mentioned above. If it is a strong nomination, a colleague in the Department for Education (or the appropriate government department) will undertake further work and research to support it.

Next steps

Once you have nominated someone to receive an honour, your nomination will be assessed in the Department for Education. If your nominee has worked in an area covered by another government department the honours team will ask that department to consider the nomination as well. Those nominations which are considered strong enough are recommended to the relevant independent Committee, made up of a mixture of senior civil servants and independent members, which then decides which nominees should be recommended for approval to the Prime Minister and The Queen.

Honours lists are published twice a year: at New Year and The Queen's Birthday (mid-June).

Successful nominees are presented with their award at a formal ceremony called an investiture (dependant on award level).

Timing

There are no deadlines for the receipt of nomination forms but it will usually take 12 to 18 months to process because of the background work and assessment undertaken by Department officials.

We strongly advise that nominations should be made while the nominee is still in service and at least 12 months before they retire or step down.

Confidentiality

All nominations are considered in strictest confidence and the candidate should not be informed they have been nominated as it is not fair to raise expectations in case an award is not made.

Further information

If you would like to know more about nominating someone please contact us:

Tel: 020 7340 7460/1

Email: Honours.Team@education.gsi.gov.uk

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Reference: DFE-00072-2015