



LUCA AWARDS

Tutor of the Year

Monday 16th October 2017

**The Queen Elizabeth II Centre
Westminster, London, SW1P 3EE**

Tutor of the Year



The LUCA Award for Tutor of the Year will be awarded to the person who, in the opinion of ICB, most closely meets the ideals and standards expected of an ICB accredited tutor. Whilst it is expected that all tutors carry out their role diligently and in an open and friendly manner, it is anticipated that the Tutor of the Year will have proved their dedication and willingness to take the role above and beyond the normal.

Criteria

1. Nominations for the Tutor of the Year LUCA Award must be submitted by an ICB Accredited Training Provider (ATP)
2. ATPs may nominate more than one tutor
3. The Tutor must have been in continuous employment with the nominating ATP for a minimum period of one year prior to the LUCA Awards ceremony. Previous employment with another ATP will not be taken into account.
4. Previous winners or nominees are eligible to enter
5. Nominations should take the form of a letter detailing why the ATP believes the tutor worthy of the title 'Tutor of the Year'.
6. The nomination should be submitted to ICB on company letterhead, which should be scanned and emailed to luca@icbglobal.org. The email subject line must include "Tutor of the Year nomination", together with the name of the tutor being nominated.
7. The letter of nomination must include the following basic information:
 - The name of the tutor
 - Name of the ATP
 - Name of the person submitting the nomination on behalf of the ATP
 - Employment status of the tutor (full time, part time, self-employed, etc)
 - How long the tutor has been employed by the ATP
 - Has the ATP at any stage during the twelve months immediately prior to the LUCA Awards ceremony taken any disciplinary action against the tutor
 - Has the ATP received any complaint from a student against the tutor during the twelve months immediately prior to the LUCA Awards ceremony whether or not this resulted in any disciplinary action being taken
 - Approximately how many students does the tutor service
8. The application fee for Tutor of the Year is £100 + VAT. An invoice for the application fee will be issued upon receipt of application. Payment will be due within 7 days from the date of invoice. If funds are not received within this time the nomination may be revoked.
9. The application fee is non-refundable.
10. Supporting documentation, such as letters of praise from students, are encouraged. These can be attached to the original nomination or emailed separately. If emailed separately the subject line must include the name of the Tutor being nominated and must state that it is supporting documentation.
11. ICB will acknowledge receipt of each nomination. ICB accepts no responsibility for any nomination or supporting information which is sent but is not received.
12. All nominations and supporting documentation must be received by ICB not later than midnight on Sunday 1st October 2017. The date and time recorded on the ICB's inbox will be taken as the date and time received and late entries will not be accepted.
13. Nominated parties may be contacted by ICB for interview
14. Nominees will be expected to attend the dinner and awards ceremony taking place in London on, Monday 16th October.
15. ICB's decision will be final and no correspondence will be entered into.