

LEVELS AND ELEMENTS OF A STRONG HONOURS NOMINATION

General Overview

1. The award of an honour recognises an individual's contribution to our society. They should be awarded on merit, for exceptional achievement or exceptional service over and above that which might be expected. Awards should not automatically follow simply as a result of doing a particular job.
2. Particular attention should be given to nominees groups which continue to be heavily under represented, notably women and people from black, Asian and other minority ethnic groups.
3. It is always worth asking yourself how you would feel reading the individual's name in the honours list – is it the right level?

Completing a citation: common themes

4. Typical elements of a strong citation at any level include:
 - Sustained commitment and demonstrable achievement
 - Exceptional vision, innovation and entrepreneurship.
 - Impact as a role model and motivator.
 - Breaking barriers and encouraging greater diversity in the sector.
 - Carrying respect from their peers and those who work over and under them.
 - Overcoming adversity or barriers to achievement
5. Broadly speaking, knighthoods and damehoods are reserved for those making international or significant national contributions, CBEs for national players; OBEs for people making a contribution to a sector or region; MBEs for those with a local (county, city) impact, and BEMs for very local community level impact. However, these are not hard and fast rules. For example, in order to ensure entrepreneurs are given an equal chance of inclusion we can take a more nuanced view of their impact. For example, an entrepreneur having a significant local impact could be considered for OBE whereas a director in a much larger business with a local impact might be better at MBE. In addition we might expect that their voluntary contribution might be slightly smaller.
6. Nominations should not simply give lists of the nominees' activities and memberships. It must focus on describing their personal impact and how they have gone above and beyond the requirements of their day job.
7. Nominees should have strong evidence of voluntary and charitable services. This should include a wider contribution beyond what would be expected of the nominee's paid role e.g. active participation (with examples of success) in an umbrella organisation for their academic discipline or place. Nominees with a wholly voluntary or philanthropic background can also be put forward.

Specific Levels

8. The guidance below is aimed to help you work out at which level you should pitch the nomination, assuming that you have many or all of the themes in paragraphs 4 to 7 and the evidence to support it.

9. Although a strong nominee should possess most of the 'Main Elements' described below a nominee who lacks certain elements may still be suitable if they are particularly strong in other areas.

Knighthood (Kt)/ Damehood (DBE): for people who are nationally or internationally recognised as a leader in their field.

Roles

- FE Principals and HE Vice-Chancellors and Principals – who are involved in delivering at the national or international level and whose own institutions are highly graded by their inspectorates.
- Chairs of the highest profile national training/employment bodies and of leading HE Partner Bodies.
- Company CEO's/founders with contributions to business services with national and international impact including international trade.
- Company CEO's/founders who have launched and sustained ground breaking business ideas.
- Entrepreneurs recognised for national impact including for mentoring, advising businesses and investing in new enterprises.

Main Elements

- Done something of national or international importance and prominence, exceptional in its own way.
- Pre-eminent and significant contribution compared to peers
- Lasting impact and influence on policy or the way we do business/FE/HE/innovation/science at a national or international level.
- Ability to make tough, complex choices stick.
- Enhanced the UK's reputation overseas (in area of activity concerned).

CBE: for people who have a significant national contribution

Roles

- Vice-Chancellors and FE chairs/principals who are delivering both locally and on the national stage.
- Chairs and chief execs of large employer/training bodies.
- Chairs, chief execs and founders of businesses with a national impact, eg delivering significant profit/Revenue/employment over a sustained period.
- LEP chairs who are delivering both locally and on the national stage.
- Entrepreneurs with a regional impact, eg delivering significant profit/Revenue/employment over a sustained period.

Main Elements

- Done something of national importance, exceptional in its own way, or of regional importance but recognised as best in class
- Nationally prominent role (to a lesser degree than Kt/DBE) or leading role in regional affairs.
- Lasting impact and influence on national policy or the way we do business/FE/HE/innovation/science at a national level.
- Enhanced the reputation of the place, institution or sector nationally

OBE: for people who have made a significant regional or sectoral contribution

Roles

- Vice-Chancellors and FE chairs/principals who are delivering significant improvements or sustained positive results
- Chairs and Directors of national organisations – unions, educational trusts etc.
- Vice Principals / Heads of Department of colleges.
- HE Academics with a leading role in their field
- Board members of national FE/HE organisations.
- LEP chairs and chief execs who have had significant impact across the LEP area.
- Regional Directors of national business support bodies (eg FSB, CBI) with a long track record of regional impact.
- Directors, board members, senior officials in business with oversight of a specific portfolio and have made a major regional or national impact.
- Entrepreneurs with significant track record in business with local level impact.
- Businesses promoting digital inclusion to help the UK get online with new technologies.

Main Elements

- Achieved something of regional importance that has been recognised nationally as best in class.
- Lasting impact and influence on the region or sector with demonstrable impact at a wider-than-local level.

MBE: for people who have a significant contribution to their county or city

Roles

- FE and HE lecturers who go the extra mile to achieve results.
- Business people with a track record of helping to implement national priorities in local areas e.g. apprenticeships, sustainable development.
- Local directors of national business support bodies (eg FSB, CBI) with a long track record of local impact.

- Directors, board members, senior officials in business with oversight of a specific portfolio (eg local store manager, directors of finance) who have had a major impact on a local area or a wider supply chain.
- LEP Chief Executives/Board members who have had a local impact.
- Entrepreneurs with a strong track record of delivery, including young entrepreneurs.
- People whose voluntary service has supported people (especially young people and the disadvantaged) into business or FE/HE.
- Businesses with a longstanding impact on the local economy and/or with a track record in supporting their local communities.

Main Elements

- Done something of local importance that has been recognised locally.
- Service in and for the community which has improved the lives of many others, including promoting social mobility.

BEM: for very local and community contribution.

Roles

- College and University caretakers and security staff.
- Administrative and catering staff in businesses, colleges and universities.
- Staff supporting people from under-represented groups into work or FE/HE.
- Staff showing dedicated service to education or business in their local community including through training or mentoring.

Main Elements

- Very local candidates who are actively engaging in work to build a bigger, stronger society.
- Candidates who have given a lifetime's local service in their particular field.