

---

# Apprentice of the Year Award

## Category planner

---

### Who should enter?

The Apprentice of the Year Award seeks to acknowledge and celebrate an apprentice's exceptional contribution to their workplace. To enter your chosen category, you must either be currently undertaking that level or have completed it within the last 12 months (since 1 September 2019).

Stronger entrants for this category have usually completed more than 50% of their current apprenticeship and are able to provide evidence to substantiate their answers.

Apprentice of the Year categories are:

- Intermediate Level Apprentice of the Year
- Advanced Level Apprentice of the Year
- Higher or Degree Level Apprentice of the Year

If you completed your apprenticeship over 12 months ago one of your contacts may decide to nominate you for the Apprenticeship Champion of the Year category; this is open to individuals who go above and beyond to champion apprenticeships. You may also be eligible for the Rising Star Award.

### How to enter

Please read these entry guidance notes carefully before completing the online application form. The closing date for entries is 25 September 2020. Entries received after this date will not be accepted. Apply online at [appawards.co.uk](http://appawards.co.uk). Only entries (and references) submitted through the online system will be accepted.

### Help with your entry

If you have any questions you can take a look at the Awards Q&As on the application site to find out more information. Alternatively, call the helpline on 0800 954 88 96 where our team of experienced operators are on hand Monday to Friday 9:00am-5:00pm to answer your questions. Alternatively email us at [entries@appawards.co.uk](mailto:entries@appawards.co.uk)

---

### Completing the form

Judges are looking for exemplar apprentices who effectively demonstrate the difference they have made to the organisation they work in. Make sure you give the judges hard evidence to base their decisions on. Include examples which show your inspirational qualities, commitment to personal development and the outstanding contribution you have made to your workplace.

Applications should be completed and submitted by the apprentice themselves. Use plain English and avoid jargon. Apprentices could seek assistance from their employer and learning provider to ensure the answers are completed as fully as possible.

The apprentice categories require a reference and it is strongly recommended that the employer completes this. In the past it is those applications that have had an employer's supporting reference that usually progress further.

Applications now allow you to attach photos and tables. This allows you to include a chart, table or graph to help demonstrate metrics such as statistics, quantifiable information and comparative data. Remember to provide a base line to show how your apprenticeship has progressed. One or two photographs may be included if they help to evidence your answers; for example a photograph of you delivering a presentation.

This document has been created to help you plan your online entry. All entries must be submitted through the online process.

---

**Introduction**

**Please tell us about your employer.**  
**(Max 150 words)**

Provide the judges with information about your employer's organisation including type of business/activity, size and structure.

**Please note that this section is not scored for judging or assessment purposes.**

---

**Question 1**

**Please tell us why you chose an apprenticeship and detail the role you play in the organisation you work for.**  
**(Max 250 words)**

Judges want to understand why you chose an apprenticeship and what your key duties and responsibilities are in the organisation you work for.

A strong entry will include the following:

- Why you chose your apprenticeship and how you applied for it.
- An outline of your role (including key duties and responsibilities) and how it fits within the organisation.
- A description of the team you operate in **and your personal contribution** to team objectives and performance.
- A summary of your personal aspirations and planned career path.

Question 1 is worth a maximum of 20 marks

---

**Question 2**

**Please detail what you have accomplished through your apprenticeship and why you think your achievements are exceptional.**  
**(Max 350 words)**

Judges are looking for apprentices that demonstrate exceptional personal qualities and have made significant achievements through their apprenticeship. Try to provide as much evidence as possible (such as feedback from colleagues and examples of ambassadorial activities) to substantiate your answers.

A stand-out answer will include the following:

- An outline of the skills you have developed since you began your apprenticeship.
- How your apprenticeship has impacted on you, especially in terms of your ambitions and motivation.
- Why you believe that others can learn from your apprenticeship experiences.
- Details of your activities as an ambassador for apprenticeships and vocational education both within, and outside, your organisation.
- Details of your greatest personal achievements to date, and why you believe these are noteworthy.

Question 2 is worth a maximum of 30 marks

This document has been created to help you plan your online entry. All entries must be submitted through the online process.

---

**Question 3**

**Please detail how you have contributed to the success of the organisation you work for. (Max 300 words)**

Judges are looking for apprentices that have made a tangible contribution to the success of their employer. Please provide evidence of the positive impact you have had on your organisation. For example, details of cost savings you have made, innovations you have developed or new ways of working that you have implemented.

A robust answer will include the following:

- How your apprenticeship helps your employer meet organisational objectives/goals.
- What specific skills have you developed that clearly benefit your employer.
- Tangible examples of ways in which you can demonstrate your personal impact and contribution.
- How your personal performance has benefited others in your employer's organisation.

Question 3 is worth a maximum of 20 marks

---

**Photo and Table Attachment**

**Please attach a Word or PDF document, no more than six pages and 3MB in size. (Max 250 words)**

You are able to attach a document to help evidence the claims made in your responses.

**Please note that you are strongly encouraged to do this.** Use a chart, table or graph to help demonstrate metrics such as statistics, quantifiable information and comparative data. Remember to provide a baseline to show how you have progressed.

Up to two photographs may be included if they are relevant and help to evidence your answers. Text contained in charts, tables or graphs should be counted towards the final word count. Please make sure that all charts are clear and in black and white, as your entry will be photocopied for the judges.

The upload facility should not be utilised for items such as certificates, prospectus documents or training materials.

Do not include hyperlinks to websites, videos or other information in any part of your entry.

Ensure you do not exceed the 250 word count for the supporting document as, if it is over the word count, it will be removed from your entry.

The Photo and Table Attachment is worth a maximum of 10 marks

---

## **Apprentice of the Year Award**

### **Category planner**

This document has been created to help you plan your online entry. All entries must be submitted through the online process.

---

#### **Referee's Question**

**Why should this person be nominated for the Apprentice of the Year Award?**  
(Max 250 words)

The referee should consider how the apprentice has demonstrated commitment to their own personal development and progression; the benefits they bring to the organisation; any inspirational qualities and outstanding contributions. Give clear examples of achievement and attainment in learning and work.

The reference is worth a maximum of 5 marks

---

#### **Biography**

**Please include a short biography together with a photo of yourself.**  
(Max 130 words)

Your biography may be used in Awards supporting materials such as press releases, on social media and if you are successfully nominated as a regional finalist it could be referenced throughout the event.

The 30 word introduction to the biography should include: your name; your age; sector/framework or standard; location and; employer name.

The biography should be a maximum of 100 words (excluding the heading) and written in the 1st Person and should summarise the benefits that your apprenticeship has brought to you.

Please provide a head and shoulder shot with your workplace in the background in JPEG format. Please ensure this is a high resolution photo. JPEG file size should be between 300kb and 3MB (300 dpi at 6cm x 8cm approx) as it needs to be high enough quality to print from if entry is successful at regional stage.

**Please note that this section is not scored for judging or assessment purposes.**

---

## Apprentice of the Year Award

### Category planner



This document has been created to help you plan your online entry. All entries must be submitted through the online process.

---

#### Resubmissions Only

A resubmission is an entry which describes an apprenticeship and associated benefits which have been used as part of a previous entry **within the past two years**. Resubmitted entries are considered for another award based upon the progression made since the previous award was received (if applicable). **If it is not considered that the resubmitted entry has reached the sufficient level of progress then no award will be made.**

**Please note that this section is not scored for judging or assessment purposes.**

---

Is this entry a resubmission?

Yes ☐ No ☐

If 'Yes', please tell us the year you entered and the result.

#### Resubmission of a 2018 application

Yes ☐

##### Application Result

|                           |                          |
|---------------------------|--------------------------|
| Non Winner                | <input type="checkbox"/> |
| Regional Highly Commended | <input type="checkbox"/> |
| Regional Winner           | <input type="checkbox"/> |

|                           |                          |
|---------------------------|--------------------------|
| National Highly Commended | <input type="checkbox"/> |
| National Winner           | <input type="checkbox"/> |

#### Resubmission of a 2019 application

Yes ☐

##### Application Result

|                           |                          |
|---------------------------|--------------------------|
| Non Winner                | <input type="checkbox"/> |
| Regional Highly Commended | <input type="checkbox"/> |
| Regional Winner           | <input type="checkbox"/> |

|                           |                          |
|---------------------------|--------------------------|
| National Highly Commended | <input type="checkbox"/> |
| National Winner           | <input type="checkbox"/> |

**For resubmissions only:**

**Please describe the key progress you have made since the submission of the last entry. (Max 100 words)**