

National Apprenticeship Awards 100 Word Apprentice Biography Guidance

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 Biography Details screen which you need to complete online is divided into four sections:

- Confirmation of details provided on your entry form (or update if necessary)
- An Introduction section (maximum 30 words)
- A Biography section (maximum 100 words)
- An upload area to submit your photo.

Please read the guidance below for more information

Your introduction should be a maximum of 30 words and include:

- Your name
- Your age
- Sector/Framework or Standard
- Geographic location
- Employer name

Main body to summarise the benefits that your apprenticeship has brought to you

Your biography should be a maximum of 100 words (excluding the heading) and written in the 1st Person

Language

- I feel / see / view / value / dedicated / believe / enjoy / recognise / proactively and as a result
- I am committed to / developing / enjoying / passionate / innovative / overcome / seized the opportunities / outstanding / exceeded expectations
- I have a fresh / innovative / exemplar / outstanding approach / vision / achieved / go the extra mile / have high standards / produce high quality work

This could include career planning, personal barriers you have overcome, what you have achieved

Photo

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.

Theme	Example statements
Achievements	<ul style="list-style-type: none"> • On a day to day basis I...(outline your job role) • I have achieved a range of qualifications including... • I have contributed to a range of things in the workplace including new ideas / innovation / fun / increased motivation of other staff members • I have exceeded employer expectations by ... • I am a valued employee in my workplace because... • I have / am continuing to develop/developed strong skills in the area I wish to pursue a career in ...
Progression	<ul style="list-style-type: none"> • I have progressed within my company and have been promoted / taken on additional responsibilities • I am now beginning a Higher or Degree Apprenticeship • After my apprenticeship I will carry on working / may get promoted / or go on to higher education in my college or university

	<ul style="list-style-type: none"> • My employer encourages all their apprentices to progress to Foundation / Higher or Degree Apprenticeship level • My employer sees me as a key part of the company's future when succession planning • I am seen as a bright star in the company
Apprentice Benefits	<ul style="list-style-type: none"> • I have gained valuable experience in the workplace • I have earned a wage • I have grown in confidence and learn to deal with many different people / scenarios • I have benefited from the experience and support of more experienced colleagues in the workplace
Personal Life	<ul style="list-style-type: none"> • I have overcome many personal barriers / obstacles / risen to challenges • In my spare time / when I am not working, I do xxx to help others, using the skills I have learnt during my apprenticeship • I have used my skills to promote apprenticeships to other young people • I am a role model to other potential apprentices

National Apprenticeship Awards apprentice biography example

My name is Charlotte Hughes, I am 20 and I work full time as a Biological Analyst apprentice at GlaxoSmithKline in Stevenage. I am currently working towards a Higher Apprenticeship.

My apprenticeship allows me to gain a Foundation Degree qualification in Applied Bioscience Technology whilst gaining invaluable experience working alongside experts in the field; following completion of my Foundation Degree I will progress onto a BSc. I also work outside of my own discipline to gain greater knowledge of varying scientific areas. During my apprenticeship I've gained confidence through my involvement in external events e.g. the Big Bang Fair and speaking to key influencers including local MP's and GSK's CEO. I'm comfortable and enjoy acting as a role model for other apprentices and undergraduate students helping evaluate their career options.

Please ensure you complete your biography information and photo via the online entry system as this is part of the main entry form requirement to enable you to submit your entry.

**For further guidance please contact
 the Helpline on 0800 954 88 96
 or e-mail entries@appawards.co.uk**