



Apprentice of the Year Awards 2021 – Guide

Who should enter?

The mission of the AMRC Training Centre Apprentice of the Year Awards is to recognise and celebrate the achievement of our apprentices, who have produced outstanding work, overcome barriers or have been a great ambassador for their companies and/or apprenticeships.

Categories and eligibility criteria are:

- **Advanced Apprentice of the Year**
Currently studying at this level or have completed their apprenticeship within the last 12 months from the application deadline.
- **HNC Achiever and Higher Apprentice of the Year**
Currently studying at this level or have completed their apprenticeship within the last 12 months from the application deadline.
- **Degree Apprentice of the Year**
Currently studying at this level or have completed their apprenticeship within the last 12 months from the application deadline.

How to enter

Please read the guidance notes carefully before completing the application form. The closing date for entries is midnight Sunday 19th September 2021. Entries received after this date will not be accepted.

Important information – Please save the application form to your computer before completing. Only entries completed on the official application form and sent to apprenticeawards@amrc.co.uk will be accepted.

If you have any questions about filling in your entry form, please contact: apprenticeawards@amrc.co.uk and our team will be on hand to help you with any queries you may have.

What makes a strong entry?

The judges are looking for apprentices who can demonstrate that they have made a difference within the organisation that they work. 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 trainer or a tutor at the AMRC Training Centre to ensure the answers are completed as fully as possible.

All applications require a reference, and it is strongly recommended that your employer completes this. In the past it is applications with an employer's supporting reference that usually progress further.

Section 1 - Apprentices to complete this section

Question 1

Please tell us why you chose an apprenticeship and detail the role you play in the organisation you work for (Max 200 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 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.
- Details of your greatest personal achievements to date, and why you believe these are noteworthy.
- How your apprenticeship has impacted on you, especially in terms of your ambitions and motivation.
- Why do 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.

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 stand-out 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?
- Specific examples and/or measures that demonstrate the impact you have made.
- How the skills you have developed have benefited your organisation.

Section 2 - Apprentice to complete this section

Supporting statement (optional)

You can 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.

Please supply a **separate** Word or PDF document, **no more** than six pages and 3MB in size.

Section 3 - Employer to complete this section

Question 1

Why should this person be nominated for the Apprentice of the Year Award (Max 350 words)?

A stand-out answer will include the following:

- Please provide a supporting statement for your apprentice and what impact they have had in your organisation.
- Your statement should focus on the apprentice and not the programme.
- Why do you feel the nominee has demonstrated exceptional quality in their field, produced outstanding work, overcame barriers or has been a great ambassador.
- How well the nominee has applied their training into the workplace.
- Specific examples and/or measures how the nominee has positively impacted on your organisation.
- Provide any other information which you feel the judging panel should consider in making the decision regarding this nominee.

The Rules

1. Entry to the AMRC Training Centre awards is free of charge.
2. Entries are treated in confidence.
3. Any additional supporting information must be submitted by email together with this nomination form.
4. Please note the maximum word count for each answer is stated next to the relevant question. If your entry exceeds this word count it will be disqualified by the judges.
5. Entries will be judged in two stages. Firstly, by a team of AMRC Training Centre staff who will shortlist the entries. Shortlisted nominees will then be invited to attend an independent and impartial judging panel made up of award sponsors and AMRC Training Centre staff. At this point candidates may be asked to present examples of their practical work.
6. By entry, nominated apprentices commit their attendance for the interview stage.
7. Entries should be in English, produced electronically and returned by email. All entries must be checked for spelling and grammar. Failure to do so could affect the success of your entry.
8. Incomplete entries will not be judged.
9. All entries will be acknowledged on receipt.
10. Proof of sending an entry (by email) is not proof of receipt by AMRC Training Centre.
11. Winning entries may be publicised. Applicants are responsible for making appropriate arrangements to protect any intellectual property associated with their application. Entrants must be prepared to participate in post event publicity associated with the awards.
12. The AMRC Training Centre reserves the right to withdraw an award from any applicant supplying false/fraudulent/inappropriate information within their entry. Judges reserve the right to audit any information supplied.
13. The closing date for entries is Sunday 19th September 2021. No entries will be accepted after this date. The AMRC Training Centre reserves the right to extend this deadline.
14. The judge's decision is final.
15. By registering and completing an entry for the awards you agree to these rules.