



Apprenticeship Champion of the Year – 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:

- **Apprenticeship Champion 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

This application requires a nomination to begin its submission to the awards. Nomination can come from a colleague or contact who recognises their 'champion' credentials. Please note that the process does not allow individuals to nominate a direct line manager.

The nominator must not receive gifts, hospitality, or other financial benefits as a result of their nomination.

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 Apprenticeship Champion of the Year will be awarded to an individual who has made an outstanding contribution to the championing of apprenticeships.

Judges will be looking for strong advocates who can demonstrate how they proactively promote apprenticeships as an excellent career route.

Applications should be completed by both nominator and apprentice. These must be submitted by the nominator. 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.

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Education & Skills
Funding Agency



Section 1 - Nominator to complete this section

Question 1

Why does this person deserve to win the Apprenticeship Champion of the Year Award (Max 250 words)?

A strong nomination will include the following:

- You should include information about the applicant's outstanding contribution.
- Why the apprentice is a strong advocate of the apprenticeship programme.
- Specific examples of what the applicant has achieved.

Section 2 - Apprentice to complete this section

Question 1

Please tell us how you have made an outstanding contribution to the championing of apprenticeships (Max 300 words).

A stand-out answer will include the following:

- Details of why you are committed to the promotion of apprenticeships.
- An explanation of how you are a pro-active ambassador, going above and beyond your 'day job' to advocate apprenticeships.
- Details of specific activities that you have carried out to champion apprenticeships, and the results and outcomes of these activities. Make use of your Portfolio Upload to provide relevant supporting information - with evidence such as tables, graphs and data.
- A description of your future development plans and career aspirations.

Question 2

Why should you win the Apprenticeship Champion of the Year Award (Max 300 words)?

A stand-out answer will include the following:

- Why your most outstanding personal achievements and career successes already make you a role model for others.
- An explanation of how you would continue to contribute to the promotion of apprenticeships if you are successful as Apprenticeship Champion of the Year 2021.

Section 3 - Apprentice to complete this section

Supporting statement (optional)

You can attach a portfolio to help you evidence the claims within your application. Use this opportunity to show examples of how you proactively advocate apprenticeships and consider yourself to be an exemplar.

This portfolio will play a significant part in the success of your application.

A maximum of three photographs can be included showing how you champion apprenticeships.

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 portfolio should not be utilised for items such as CVs, prospectus documents or training materials.

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

Your entry will be excluded if it exceeds the **750 word count** for the portfolio.

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

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.