



Rising Star 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:

- **Rising Star 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 from the employer to begin its submission to the Awards. Please note this application must be completed by the employer, with a declaration from the apprentice.

An employer may nominate more than one apprentice for the Rising Star Award. A separate application must be completed for each apprentice.

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 Rising Star of the Year seeks to recognise apprentices that have made impressive progress in their career to date and have the potential to go even further.

Judges are looking for an apprentice that has the attitude and aptitude to go far in their career. Use plain English and avoid jargon.

Section 1 - Employer to complete this section

Question 1

Please describe your rationale for hiring the apprentice and their role within your organisation (Max 200 words).

A robust answer will include the following:

- Why did you hire the apprentice?
- The wider objectives for your organisation's apprenticeship programme and how the apprentice help to meet them.
- The apprentice's role within your organisation, including key duties and responsibilities.
- A description of the team your apprentice operates in and their personal contribution to team objectives and performance.

Question 2

Please explain the progress the apprentice has made in their career to date, including any key achievements and the contribution they have made to your organisation (Max 200 words).

A stand-out answer will include the following:

- Details of any key achievements the apprentice has made to date (for example, innovations they have introduced, ideas they have implemented or cost savings they have helped to make).
- How the apprentice has gone 'above and beyond' in their role.
- How the apprentice has maximised development opportunities (for example, taken on extra training or responsibilities).
- An explanation of how the apprentice has contributed to your organisation's performance/achievements.

Question 3

Tell us why you believe the apprentice is a rising star (Max 300 words).

A strong answer will include the following:

- Why do you believe the apprentice has the potential to progress significantly in your organisation, including information about the career path(s) available to them?
- Why the apprentice stands out as an exemplary employee.
- How the skills your apprentice has developed will benefit your organisation going forwards.
- Has the apprentice individually, or as part of a team, gone above and beyond during the pandemic?

Section 2 - Employer 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 illustrate progression or to clarify % figures.

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.

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.