The Apprenticeship Champion of the Year Award

Who should enter?
The Apprenticeship Champion of the Year is open to individuals who go above and beyond to champion apprenticeships.

If you have recently completed an apprenticeship you should consider entering the Apprentice of the Year Award which is open to applicants who are either currently undertaking an apprenticeship level or completed within the last 12 months (since 1 May 2016).

How to enter
Please read these entry guidance notes carefully before completing the online application form.

The closing date for entries is 26 May 2017. Entries received after this date will not be accepted.

Apply online at apprenticeawards.co.uk. Only entries (and references) submitted through the online system will be accepted.

Help with your entry
Take a look at the Awards Q&As on the application site for more information.

Alternatively, call the helpline on 0800 954 88 96 where our team of experienced operators are on hand Monday to Friday 9am-5pm to answer your questions. Alternatively email us at apprentice@mlr.co.uk.

Completing the form
Judges are looking for strong advocates of apprenticeships who showcase how they proactively go beyond their normal duties to promote apprenticeships as an excellent career route.

Make sure you give the judges hard evidence to base their decisions on. Include real examples of your achievements. Provide strong evidence as to why you consider yourself to be an exemplar and an advocate of apprenticeships.

The reference supplied to support your application will play a significant part in the success of your application.

Applications should be completed and submitted by the applicant themselves.

Entrants for this category are expected to attach a portfolio to support and expand upon the information provided in your answers. This is your opportunity to demonstrate to the Judges the impact you’ve had, and in turn how you have positively impacted on others. Try to ensure that any illustrations add real value to your portfolio, and make sure that you do not exceed the word count. Please indicate the number of words used on the last page of your portfolio, and remember that if the word count is exceeded, the entry will be excluded.

Enhancement
All of the winners at the regional stage automatically proceed through to the national judging stage.

A short period of time will be given for each winner to enhance their application in advance of the national judging panel. Champion category winners will be asked to provide a second portfolio to show all the activities participated in since the application closing date.
This document has been created to help you plan your online entry. All entries must be submitted through the online process.

### The questions:
Following is an example of the questions you will be asked to complete when applying:

#### Your details:

<table>
<thead>
<tr>
<th>First name:*</th>
<th>Surname:*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postcode:*</td>
<td>Telephone (daytime):*</td>
</tr>
<tr>
<td>Address 1:*</td>
<td>Telephone (daytime ext):</td>
</tr>
<tr>
<td>Address 2:*</td>
<td>Telephone (evening):*</td>
</tr>
<tr>
<td>Address 3:*</td>
<td>Date of birth:*</td>
</tr>
<tr>
<td>City:*</td>
<td>Gender:*</td>
</tr>
<tr>
<td>County:*</td>
<td>Male ☐ Female ☐</td>
</tr>
<tr>
<td>Email:*</td>
<td></td>
</tr>
</tbody>
</table>

Which industry sector do you work in? *

The industry sectors to choose from are:
- Agriculture, Horticulture and Animal Care
- Arts, Media and Publishing
- Business, Administration and Law
- Construction, Planning and the Built Environment
- Education and Training
- Engineering and Manufacturing Technologies
- Health, Public Services and Care
- Information and Communication Technology
- Leisure, Travel and Tourism
- Retail and Commercial Enterprise
- Science and Mathematics
This document has been created to help you plan your online entry. All entries must be submitted through the online process.

**Your company details:**

<table>
<thead>
<tr>
<th>Organisation name:*</th>
<th>Name of your manager/ supervisor:*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postcode:*</td>
<td>Position:*</td>
</tr>
<tr>
<td>Address 1:*</td>
<td>Telephone:*</td>
</tr>
<tr>
<td>Address 2:*</td>
<td>Email:*</td>
</tr>
<tr>
<td>Address 3:*</td>
<td></td>
</tr>
<tr>
<td>City:*</td>
<td></td>
</tr>
<tr>
<td>County:*</td>
<td></td>
</tr>
</tbody>
</table>

Employers Twitter handle:*

**Section 2 – Diversity**

White
- British
- Irish
- Any other White background

Black or Black British
- Caribbean
- African
- Any other Black background

Other Ethnic groups
- Chinese
- Any other ethnic group

Do you consider that you have a disability?
- Yes
- No

Mixed
- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background

Asian or Asian British
- Indian
- Bangladeshi
- Pakistani
- Any other Asian background

Not stated
- Not stated / Disclosed
This document has been created to help you plan your online entry. All entries must be submitted through the online process.

**Question 1**

Explain how you have made exceptional achievements and championed apprenticeships. (Max 300 words)

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

Judges will be looking for strong advocates of the apprenticeship programme who can showcase how they proactively promote apprenticeships as an excellent career route.

Successful entrants usually consider the following points in their answers:

– An outline of key personal achievements and career successes achieved.

– An explanation of how you are a pro-active ambassador, going above and beyond to advocate apprenticeships, supported by specific information about your activities.

– A description of your future development plans and career aspirations.

**Portfolio Upload – required**

Please attach a Word or PDF document, no more than six pages and 3MB in size. (Max 750 words)

You are able to attach a portfolio to help you evidence your 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 CV’s, 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 750 word count for the portfolio as if over word count your entry will be excluded.
The Apprenticeship Champion 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.

**Question 2**

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

The judges are looking for inspirational individuals. This question is your opportunity to grab their attention and stand out from the others. By keeping your answer succinct you will focus on including only the most outstanding attributes that you have, to explain why you deserve to be named Apprenticeship Champion of the Year.

Successful entrants usually consider the following points in their answers:

– Describe how your most outstanding personal achievements and career successes can act as a role model to others.

– Explain how you would contribute to the promotion of apprenticeships if you are successful as Apprenticeship Champion 2017.

**Referee’s Question**

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

It is strongly recommended that a senior member of your stakeholder network completes the reference to support this application.

The application’s reference usually sets the candidates apart. This different perspective helps the judge build a clear balanced picture about the applicant.

Referees should look to include information on what is perceived to be the applicant’s outstanding contributions and demonstrate how they are strong advocates of the apprenticeship programme and what they do to promote apprenticeships.
The Apprenticeship Champion 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.

Is this entry a resubmission?  Yes ☐  No ☐

If ‘Yes’, please tell us the year you entered and the result

2015 Non Winner ☐  2015 National Highly Commended ☐  2015 National Winner ☐
2015 Regional Highly Commended ☐  2015 Regional Winner ☐

2016 Non Winner ☐  2016 National Highly Commended ☐  2016 National Winner ☐
2016 Regional Highly Commended ☐  2016 Regional Winner ☐

For resubmissions only:
Please describe the key progress you have made since the submission of the last entry.
(Max 100 words)