

The following 10-step plan is designed to help you quickly access information on how to enter the National Apprenticeship Awards 2018 **before you register online**:

1

Check your apprentice is eligible for the Rising Star Award

The Rising Star Award is open for employers to nominate an apprentice that has made impressive progress in their career to date and has the ability to go even further.

To be eligible for the Rising Star Award, the apprentice you are nominating must either:

- Be currently undertaking an apprenticeship at any level
- Have completed their apprenticeship within the last two years (since 1 May 2016)

Entries will only be accepted for apprentices that are undertaking, or have recently completed, an apprenticeship that is based in England and is SASE compliant (Specification of Apprenticeship Standards for England) or the new Apprenticeship Standards. Please read the Terms and Conditions of Entry 2018 for further information. They are available to download from the [awards application site](#).

2

Your entry will be judged in the region where your apprentice is based

Your entry will be allocated to a judging panel based on the postcode of your apprentice's normal place of work. This may be different to your organisation's head office.

3

If your apprentice is a regional winner, they will be put forward to a public vote

All regional winners will go through to the national final. For the Rising Star category only, national finalists will go through to a public vote. Votes from the public will be combined with judges' scores to identify the national winner.

You will be provided with a toolkit of materials to help generate votes. This will be an opportunity to promote your apprentice and your apprenticeship programme to a wider audience.

4

Download the category guidance

The category guidance provides an overview of the main questions you will be asked in the online application, including advice on what the judges are looking for in your answers and what information must be included. The category guidance is available on the [awards application site](#).

5

Attend a free Information Webinar – Optional

Free to attend Information Webinars are being held to help you start a winning entry. To find out more, visit the [awards application site](#) or join the Apprenticeship Awards mailing list by emailing: Apprenticeship.AWARDS@education.gov.uk.

6

Speak to your apprentice to let them know they must complete a declaration

As part of the application process, the apprentice that is being nominated must complete a declaration to confirm they are happy to be entered. The category guidance (mentioned in step 4) shows you the information that the apprentice is asked to complete.

7

Use your word count wisely

Use the downloaded category guidance (mentioned in step 4) to plan your responses to each of the questions, with consideration for the word count. Applications now allow you to attach photos and tables to help evidence the claims made in your responses. Use a chart, table or graph to help demonstrate metrics such as statistics, quantifiable information and comparative data.

One or two photographs which support your application may be included. The upload facility should not be utilised for items such as additional references, CVs, certificates, prospectus documents or training materials.

8

Remember this is an opportunity to promote your apprentice

Judges are looking for apprentices that have made impressive progress in their career to date and have the potential to go even further. Think about how you can back up your entry with evidence, including facts and figures and testimonies from people your apprentice works with.

9

Prepare in advance

When completing your entry please keep in mind the following key dates (all dates may be subject to change):

- 25 May – Closing date for entries
- 8 August – Regional finalists announced
- w/c 10 September – 26 September – Regional ceremonies
(regional winners automatically become national finalists and will be invited to the national ceremony)
- 28 November – National ceremony

10

Get more information

An Awards Q&A is available on the [awards application site](#), if you have further queries prior to entering. Alternatively contact our helpline on 0800 954 8896 (Monday to Friday 9.00am to 5.00pm) or email entries@appawards.co.uk