

# Apprenticeship Champion of the Year 10-step plan

## Your Pre-Entry Checklist



The following 10-step plan is designed to help you quickly access information on how to enter the National Apprenticeship Awards 2019 **before you register online**:

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1

### Check you are eligible to enter the Awards

Entries for the Apprenticeship Champion of the Year Award will only be accepted from individuals based in England. Please read the Terms and Conditions of Entry 2019 for further information. They are available to download from the [awards application site](#).

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2

### Your entry will be judged using your employer's address details

The postcode on your application form will be used to identify the region your entry will be judged in. Please make sure you enter the details of your normal place of work. This is the base where you mainly work from and may be different to your organisation's Head Office.

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3

### Choosing the category to enter

You do not need to have been a former apprentice to enter the Apprenticeship Champion category. The Apprenticeship Champion of the Year Award is open to individuals who go above and beyond to champion apprenticeships. We welcome applications for this category from teachers, careers professionals, previous apprentices and any other individual who pro-actively champions apprenticeships.

To enter the Apprentice of the Year category you must either be currently undertaking the level of qualification applicable to your chosen category or have completed that level within the last 12 months, i.e. since 1 May 2018. If you completed your apprenticeship within the last two years, you might be eligible for the new Rising Star Award.

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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](#).

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### 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 completing this short [sign up form](#).

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# 6

## **New for 2019 – Apprenticeship Champion category is by nomination**

Following an initial nomination from another person, such as your employer, the nominated Apprenticeship Champion completes the online entry form.

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. The nominee will, however, be permitted to invite the nominator to the regional and national awards ceremonies (if applicable).

Apprenticeship Champion of the Year applicants will not need to request a reference, as this is included within the initial nomination.

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# 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. The mandatory Portfolio section of the application form enables 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. Remember to provide a base line to show how you have progressed. A maximum of three photographs can be included showing how you champion apprenticeships. For example, you may have photography of you delivering a presentation or at work showcasing your promotion of apprenticeships. The upload facility should not be utilised for items such as additional references, CVs, certificates, prospectus documents or training materials.

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# 8

## **Remember this is an opportunity to promote yourself**

Judges are looking for entrants who can demonstrate their commitment and contribution to apprenticeships. Think about how you can back up your entry with evidence, including facts and figures and testimonies from the people you work with.

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# 9

## **Prepare in advance**

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

- 24 May 2019 at 5.00pm – closing date for entries
- 7 August – Regional finalists announced
- w/c 9 September – w/c 23 September – Regional ceremonies  
(regional winners automatically become national finalists and will be invited to the national ceremony)
- 27 November – National ceremony

If you are awarded as a regional winner, you will automatically become a national finalist, competing with the country's elite to become a national winner.

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# 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](mailto:entries@appawards.co.uk)