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# The Apprenticeship Champion of the Year Award Category planner

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## Who should enter?

The Apprenticeship Champion of the Year Award 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 2017). Your employer may also wish to nominate you for the new Rising Star Award, which is for people who are currently undertaking an apprenticeship or have completed within the last two years (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 25 May 2018. Entries received after this date will not be accepted. Apply online at [appawards.co.uk](http://appawards.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, or email us at [entries@appawards.co.uk](mailto:entries@appawards.co.uk).

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## 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. 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.

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### Question 1

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

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 of the apprenticeship programme who can demonstrate how they proactively promote apprenticeships as an excellent career route.

A stand-out answer to this question 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 of these activities.
- A description of your future development plans and career aspirations.

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### Question 2

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

The judges are looking for inspirational individuals. This question is your opportunity to grab their attention and stand out from other entrants. Focus on your most outstanding attributes and achievements to explain why you deserve to be named Apprenticeship Champion of the Year.

A robust answer will include the following:

- Why your most outstanding personal achievements and career successes 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 2018.

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### Portfolio Upload (Mandatory)

Please supply a separate 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 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.

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### 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.

An applicant's reference helps to set them apart from other candidates. This different perspective provides judges with a clear and balanced picture of the applicant.

Referees should include information about the applicant's outstanding contribution and why they are a strong advocate of the apprenticeship programme.