



---

# The Apprenticeship Rising Star of the Year Award Category planner

---

## Who should enter?

The Rising Star Award seeks to recognise apprentices that have made impressive progress in their career to date and have the potential to go even further. **Apprentices should be nominated for this award by their employer.**

To be eligible for the Rising Star Award, the apprentice being nominated must either:

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

If the apprentice completed their apprenticeship more than two years ago, they should consider entering the Apprenticeship Champion of the Year category. This category is open to individuals who go above and beyond to champion apprenticeships.

## 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 submitted through the online system will be accepted.

## Help with your entry

If you have any questions, you can take a look at the Awards Q&As on the application site to find out more information. Alternatively, call the helpline on 0800 954 88 96 where our team of experienced operators are on hand Monday to Friday 9:00am-5:00pm to answer your questions, or email us at [entries@appawards.co.uk](mailto:entries@appawards.co.uk).

---

## Completing the form

Make sure you give the judges hard evidence to base their decisions on. Include examples which demonstrate how the apprentice has progressed in their career to date and why you think they have the ability to go even further.

Applications should be completed and submitted by the employer. Use plain English and avoid jargon. Employers could seek assistance from their nominated apprentice and learning provider to ensure the answers are completed as fully as possible.

This category requires the apprentice that is being nominated to complete a short declaration.

Applications now allow you to attach photos and tables. This allows you to include a chart, table or graph to help demonstrate metrics such as statistics, quantifiable information and comparative data. One or two photographs may be included if they help to evidence your answers.

This document has been created to help you plan your online entry. All entries must be submitted through the online process.

---

**Question 1**

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

Judges want to understand more about the apprentice you are nominating, including their key duties and role within your organisation.

A robust answer to this question will include the following:

- Why you hired the apprentice.
- The wider objectives for your organisation’s apprenticeship programme and how the apprentice helps 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 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 300 words)**

Judges are looking for an apprentice who has made impressive progress in their career to date. They may have made significant achievements in their current role or progressed through apprenticeship levels or onto further training.

Try to provide as much evidence as possible to substantiate your answer.

A good 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 organisational objectives.

This document has been created to help you plan your online entry. All entries must be submitted through the online process.

---

**Question 3**

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

Judges are looking for an apprentice that has the attitude and aptitude to go far in their career.

Please provide details of why you believe the apprentice is a rising star.

A strong answer will include the following:

- Why you believe the apprentice has the potential to progress significantly in your organisation, including information about the career path available to them.
- Why the apprentice stands out as an exemplar employee.
- How the skills your apprentice has developed will benefit your organisation going forwards.
- How and why the apprentice is a role model for others and an inspiration to other apprentices.

---

**Photo and Table Attachment (optional)**

**Please supply a separate Word or PDF document, no more than six pages and 3MB in size. (Max 250 words)**

You are able to 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 base line to show how your apprentice has progressed.

Up to two photographs may be included if they 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 over word count it will be removed from your entry.