The Apprentice Awards are open to Apprentices living or working in Oxfordshire who have completed a minimum of 9 months of an Education & Skills Funding Agency funded and recognised Apprenticeship by the closing date (i.e. started their Apprenticeship on or before 19th April 2018), or have completed a full Apprenticeship no more than 12 months before the closing date (i.e. completed on or after 19th January 2018).

If you are unsure about eligibility, please contact us at [skills@oxfordshirelep.com](mailto:skills@oxfordshirelep.com) to discuss.

Endorsements are required and must include their Apprenticeship employer and also the training provider who oversaw or oversees their Apprenticeship training. We also require a statement from the Apprentice themselves to confirm they are happy to be nominated!

1. **Which Award do you wish to nominate the Apprentice for?**

Intermediate Apprentice of the Year 

Advanced Apprentice of the Year 

Higher Apprentice of the Year 

1. **About them**

|  |  |
| --- | --- |
| First name |  |
| Surname |  |
| Address |  |
| Postcode |  |
| Contact number |  |
| Email address |  |

1. **About their Apprenticeship**

|  |  |
| --- | --- |
| Job title |  |
| Apprenticeship framework name |  |
| Date started |  |
| Date finished  (if applicable) |  |

1. **About their employer**

|  |  |
| --- | --- |
| Company name |  |
| Contact name |  |
| Job role |  |
| Relationship to Apprentice |  |
| Address |  |
| Postcode |  |
| Contact number |  |
| Email address |  |

1. **About their training provider**

|  |  |
| --- | --- |
| Company name |  |
| Contact name |  |
| Job role |  |
| Address |  |
| Postcode |  |
| Contact number |  |
| Email address |  |

1. **About you (if you are neither their employer nor training provider)**

|  |  |
| --- | --- |
| Contact name |  |
| Relationship to Apprentice |  |
| Address |  |
| Postcode |  |
| Contact number |  |
| Email address |  |

1. **Tell us about the Apprentice’s job role, including their main responsibilities and workplace duties** *max. 250 words*

|  |
| --- |
|  |

1. **Tell us about the Apprentice’s most significant achievements in their job role as an Apprentice and how they have benefitted the business (e.g. improved practice, made savings, product development etc)** *max. 350 words*

|  |
| --- |
|  |

1. **How have they developed as an Apprentice, both in terms of their professional skills but also in terms of personal impact?** *max. 350 words*

|  |
| --- |
|  |

**Endorsements**

1. **The Apprentice’s employer** *max. 250 words*

|  |  |
| --- | --- |
| Name |  |
| Job title |  |
| Relationship to Apprentice |  |

|  |
| --- |
| **Tell us why this Apprentice deserves to win:** |

1. **The Apprentice’s training provider** *max. 250 words*

|  |  |
| --- | --- |
| Name |  |
| Job title |  |
| Relationship to Apprentice |  |

|  |
| --- |
| **Tell us why this Apprentice deserves to win:** |

1. **(a) Apprentice statement (we want to make sure you’re happy to be nominated - this is your chance to tell us how great you are!!)** *max. 250 words*

|  |
| --- |
|  |

1. **What would you say to anyone who is thinking about starting an Apprenticeship?** *max. 200 words*

|  |
| --- |
|  |

**Applications must be completed in full and submitted by email to** [**skills@oxfordshirelep.com**](mailto:awards@oxfordshireapprenticeships.co.uk) **by MIDNIGHT on Friday 25th January 2019.**