



## Help to complete an apprentice of the year form

We appreciate that completing an entry form may seem daunting and we want to give you some pointers from previous award-winning entries to help you.

This document will just give you ideas on what you could be writing about – it won't tell you what to write. It's really to help get you thinking and prompt some ideas.

You could use this form to write your answers and then copy into your actual application, just an idea.

### **6. Tell us about your job role, including your main responsibilities and workplace duties max. 250 words**

You could give a brief overview of your role.

I work as a ..... for a company that.....based .....

I work within a team/office of ..... people.

My main tasks include:

### **7. Tell us about your most significant achievements in your job role as an apprentice and how they have benefitted the business (e.g. improved practice, made savings, product development etc) max. 350 words**

In my role as a ..... my main responsibilities are.....

My greatest achievement so far is.....

The thing that I am most proud of in my job is.....

An example of me going the extra mile is when.....

Perhaps give some details of what you've achieved and how the company benefitted.

- Was one of your ideas acted upon?
- Did you help solve a problem?
- Did you make a difference for them on social media/writing a blog or case study?
- Is there something you've done in your apprenticeship that wasn't done before? – this is a benefit to your employer as they'll have learnt from you for future apprentices

### **8. How do you feel you have developed as an apprentice, both in terms of your professional skills but also personally, in terms of how your apprenticeship has impacted on you? max. 350 words**

- Were you shy and are now more confident?
- Are you more independent now?



- Are you involved in new groups or activities because of your apprenticeship?
- Have you been taken out of your comfort zone and then felt a real sense of achievement?
- What skills have you improved on that are transferable? E.g face-to-face communication, time management, IT skills, independent travel
- Have you set yourself goals that you have reached or are working towards reaching?
- How are you different now to 12 months ago?

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

This one should be easy.....learning, working, starting a career, an alternative to college, friends, routines, responsibility, experience, support, job at the end?

What is the best thing about your apprenticeship experience that you think others would enjoy?

**You are done – your employer and apprentice provider do the rest –  
but don't forget to submit your entry by midnight on 8th February 2021**

**Remember – this document and the ideas included are just to help you think about what you could be putting in your application – they are prompts only.**

**Best of Luck**