Hello! We are delighted you’ve taken the first step to nominating a shining star for the Oxfordshire Apprenticeship Awards! There are a few questions to complete, which shouldn’t take too long and it’s well worth the effort.

The Shining Star Award is open to former Apprentices of all ages, from Level 2 and above, living or working in Oxfordshire. Your nominee must have:

1. completed a recognised Apprenticeship at least 9 months before the closing date of 13th January 2020 (you can be a current Apprentice working towards another Apprenticeship)

OR

1. have completed a full Apprenticeship no more than 10 years ago (between the dates 12th January 2010 to 13th January 2020)

We would like their current employer to write a short statement to support their entry. We also require a statement from the nominee themselves to confirm they are happy to be nominated!

If you are unsure whether your nominee is eligible, please contact us at [skills@oxfordshirelep.com](mailto:skills@oxfordshirelep.com) to discuss.

1. **About them**

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

1. **About their Apprenticeship**

|  |  |
| --- | --- |
| Job title |  |
| Apprenticeship framework name |  |
| Apprenticeship employer |  |
| Date started |  |
| Date finished |  |

1. **About their current employer**

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

1. **Tell us about their career so far, including their current role, and how they have progressed from their Apprenticeship to where they are now** *max. 500 words*

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1. **Tell us why you are nominating this person for the Shining Star Award, including examples e.g. significant achievements, how they have benefitted the business** *max. 500 words*

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|  |

**Supporting statements**

**1. Employer statement (e.g. from manager, team leader)** *max. 250 words*

|  |  |
| --- | --- |
| Name |  |
| Relationship to nominee |  |

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

1. **(a) Nominee statement (your chance to tell us about your achievements!)** *max. 250 words*

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

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|  |

**Nominations must be completed in full and submitted by email to** [**skills@oxfordshirelep.com**](mailto:awards@oxfordshireapprenticeships.co.uk) **by MIDNIGHT on Monday 13th January 2020.**

Please note: the information you provide will be used for the process of judging the Oxfordshire Apprenticeship Awards and to contact you and your nominee in connection with the awards.

All data sent to us is subject to our privacy policy, which is accessible at [www.oxfordshirelep.com/privacy-policy](http://www.oxfordshirelep.com/privacy-policy).