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 whether you are eligible to enter, please contact us [skills@oxfordshirelep.com](mailto:skills@oxfordshirelep.com) to discuss.

We don’t want you to feel daunted by filling in this form but it’s your opportunity to tell us why you deserve to win an award, so don’t be shy. Where possible, please use evidence to back up your answers. So if you want to tell us that you have increased your company’s sales (well done)…. make sure you tell us by how much!

The Special Recognition Award is not necessarily for an Apprentice with the best results or most achievements but for someone who has overcome significant difficulties and/or made exceptional progress with learning or work.

Endorsements are required and must include your Apprenticeship employer and also the training provider who oversaw or oversees your Apprenticeship.

1. **About you**

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

1. **About your Apprenticeship**

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

1. **About your employer**

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

1. **About your training provider**

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

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

|  |
| --- |
|  |

1. **Tell us about your most significant achievements in your job role as an Apprentice, including any challenges or barriers you have faced to work or learning and how you overcame these** *max. 350 words*

|  |
| --- |
|  |

1. **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*

|  |
| --- |
|  |

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

|  |
| --- |
|  |

**Endorsements**

1. **Your employer** *max. 250 words*

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

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

1. **Your training provider** *max. 250 words*

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

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

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