Hello! We are delighted you’ve taken the first step to enter 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 Apprentice categories are open to Apprentices of all ages, from Level 2 and above, living or working in Oxfordshire. To enter the awards, you must have:

1. completed a minimum of 9 months of a recognised Apprenticeship by the closing date of 13th January 2020

OR

1. have completed a full Apprenticeship no more than 12 months ago (between the dates 12th January 2019 to 13th January 2020)

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.

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. For example, if you want to tell us that you have increased your company’s sales (well done!)….make sure you tell us by how much!

We would like your employer and training provider to write a few words as supporting statement to help your entry. If your employer is sponsoring an award category, please speak with them before completing this form.

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

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*

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|  |

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

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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*

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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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| --- |
|  |

**Supporting statements**

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

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

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

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

|  |  |
| --- | --- |
| Name |  |
| Job title |  |
| Relationship to Apprentice |  |
| What Apprenticeship are they doing? |  |
| What level is their Apprenticeship?  (e.g. 2, 3, 4) |  |

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

**Entries 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 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)