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@oxfordshireapprenticelep.com](mailto:skills@oxfordshireapprenticelep.com) to discuss.

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 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. **About the Apprentice**

|  |  |
| --- | --- |
| 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 or 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*

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|  |

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

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|  |

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 and 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.**