Hello! We are delighted you’ve taken the first step to nominating an Apprentice 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 Apprentice categories are open to Apprentices of all ages, from Level 2 and above, living or working in Oxfordshire. The Apprentice 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 would like the Apprentice’s employer and training provider to write a few words as supporting statement to help their nomination. We also require a statement from the Apprentice themselves to confirm they are happy to be nominated!

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

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*

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**Supporting statements**

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 |  |
| What Apprenticeship are they doing? |  |
| What level is their Apprenticeship?  (e.g. 2, 3, 4) |  |

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| **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*

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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 the nominated Apprentice 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)