Hello! We are delighted you’ve taken the first step to nominating an Apprentice for the Special Recognition Award. 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, who are 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 1st February 2021

OR

1. have completed a full Apprenticeship no more than 12 months ago (between the dates 31st January 2020 to 1st February 2021)

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 to discuss.

1. **About the Apprentice**

|  |  |
| --- | --- |
| Name |  |
| 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 |  |
| Contact number |  |
| Email address |  |

1. **About their training provider**

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

1. **About you (if you are neither their employer or training provider)**

|  |  |
| --- | --- |
| Contact name |  |
| Relationship to Apprentice |  |
| Contact number |  |
| Email address |  |

1. **Tell us about the Apprentice’s job role, including their main responsibilities and workplace duties** *max. 200 words*

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1. **Tell us about: a) their most significant achievements as an Apprentice, including any challenges or barriers they have faced to work or learning and how they overcame these b) how they have gone the extra mile** *max. 350 words*

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1. **How have they developed as an Apprentice, both in terms of their professional skills but also personally, in terms of the impact their Apprenticeship has had on them** *max. 350 words*

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**Supporting statements**

1. **The Apprentice’s employer** *max. 250 words*

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

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| --- |
| **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 (tell us about your significant achievements, proudest moments and how you have gone the extra mile)** *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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1. **What ideas do you have about how you could work with OxLEP to promote and champion Apprenticeships if you win?** *max. 200 words*

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**Entries must be completed in full and submitted by email to** **skills@oxfordshirelep.com** **by MIDNIGHT on Monday 1st February 2021**

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 the Oxfordshire Local Enterprise Partnership privacy policy, which is accessible at [www.oxfordshirelep.com/privacy-policy](http://www.oxfordshirelep.com/privacy-policy)