



Apprentice of the Year Awards 2019 – Guidance

Who should enter?

The AMRC Apprentice of the Year Awards mission is to recognise and celebrate the achievement of our apprentices, who have produced outstanding work, overcome barriers or have been a great ambassador for their companies and/or apprenticeships.

The AMRC Training Centre Awards categories and eligibility criteria are:

Advance Apprenticeship Categories

- **Fabrication and Welding Apprentice of the Year Award**

Studying at the AMRC Training Centre between September 2015 - June 2017

- **Maintenance Apprentice of the Year Award**

Studying at the AMRC Training Centre between September 2015 - June 2017

- **Technical Support Apprentice of the Year Award**

Studying at the AMRC Training Centre between September 2015 - June 2017

- **Machining Apprentice of the Year Award**

Studying at the AMRC Training Centre between September 2015 - June 2017

- **First Year Apprentice of the Year Award**

Studying at the AMRC Training Centre between June 2017 - August 2018

HNC and Degree Achiever Categories

- **HNC Achiever of the Year Award**

Currently studying at that level or have completed within the last 12 months (since 1 September 2017). A strong entry for this category will have completed more than 50% of their course and are able to provide evidence to demonstrate their answers.

- **Degree Graduate of the Year Award**

Graduated from the University of Sheffield's AMRC Training Centre in 2018.

How to enter

Please read the guidance notes carefully before completing the application form. The closing date for entries is midnight 3rd December 2018. Entries received after this date will not be accepted.

Important information – Please save the application form to your computer before completing. Only entries completed on the official application form and sent to apprenticeawards@amrc.co.uk will be accepted.

If you have any questions about filling in your entry form please contact apprenticeawards@amrc.co.uk and our helpful team will be on hand to help you with any queries you may have.

What makes a strong entry?

The judges are looking for apprentices who can demonstrate that they have made a difference within the organisation that they work. Make sure you give the judges hard evidence to base their decisions on. Include examples which show your inspirational qualities, commitment to personal development and the outstanding contribution you have made to your workplace.

Applications should be completed and submitted by the apprentice themselves. Use plain English and avoid jargon. Apprentices could seek assistance from their employer and trainer or a tutor at the AMRC Training Centre to ensure the answers are completed as fully as possible.

All applications require a reference and it is strongly recommended that your employer completes this. In the past it is applications with an employer's supporting reference that usually progress further.



Section 1

Apprentice to complete this section.

Question 1

Please tell us why you chose an apprenticeship and detail the role you play in the organisation you work for. (Max 200 words)

Judges want to understand why you chose an apprenticeship and what your key duties and responsibilities are in the organisation you work for.

A strong entry will include the following:

- Why you chose your apprenticeship and how you applied for it.
- An outline of your role (including key duties and responsibilities) and how it fits within the organisation.
- A description of the team you operate in and your personal contribution to team objectives and performance.
- A summary of your personal aspirations and planned career path.

Question 2

Please detail what you have accomplished through your apprenticeship and why you think your achievements are exceptional. (Max 350 words)

Judges are looking for apprentices that demonstrate exceptional personal qualities and have made significant achievements through their apprenticeship. Try to provide as much evidence as possible (such as feedback from colleagues and examples of ambassadorial activities) to substantiate your answers.

A stand-out answer will include the following:

- An outline of the skills you have developed since you began your apprenticeship.
- Details of your greatest personal achievements to date, and why you believe these are noteworthy.
- How your apprenticeship has impacted on you, especially in terms of your ambitions and motivation.
- Why you believe that others can learn from your apprenticeship experiences.
- Details of your activities as an ambassador for apprenticeships and vocational education both within, and outside, your organisation.

Question 3

Please detail how you have contributed to the success of the organisation you work for. (Max 300 words)

Judges are looking for apprentices that have made a tangible contribution to the success of their employer. Please provide evidence of the positive impact you have had on your organisation. For example, details of cost savings you have made, innovations you have developed or new ways of working that you have implemented.

A robust answer will include the following:

- The part you have played in your employer's overall organisational success.
- Your employer's business objectives and how you have contributed to achieving them.
- Specific examples and/or measures that demonstrate the impact you have made.
- How the skills you have developed have benefited your organisation.

Section 2

Employer to complete this section

Please provide a supporting statement for your apprentice and what impact they have had your organisation. Your statement should focus on the apprentice and not the programme. (Max 350 words)

A supporting statement should include:

- Why you feel the nominee has demonstrated exceptional quality in their field, produced outstanding work, overcame barriers or has been a great ambassador.
- Specific examples and/or measures on how the nominee has positively impacted on your organisation.
- Provide any other information which you feel the judging panel should consider in making the decision regarding this nominee.



The Rules

1. Entry to the AMRC Training Centre awards is free of charge.
2. Entries are treated in confidence.
3. Any additional supporting information must be submitted by email together with this nomination form.
4. Please note the maximum word count for each answer is stated next to the relevant question. If your entry exceeds this word count it will be disqualified by the judges.
5. Entries will be judged in two stages. Firstly by a team of AMRC Training Centre staff who will shortlist the entries. Shortlisted nominees will then be invited to attend an independent and impartial judging panel made up of award sponsors and AMRC Training Centre staff. At this point candidates may be asked to present examples of their practical work.
6. By entry, nominated apprentices commit their attendance for the interview stage.
7. Entries should be in English, produced electronically and returned by email. All entries must be checked for spelling and grammar. Failure to do so could affect the success of your entry.
8. Incomplete entries will not be judged.
9. All entries will be acknowledged on receipt.
10. Proof of sending an entry (by email) is not proof of receipt by AMRC Training Centre.
11. Winning entries may be publicised. Applicants are responsible for making appropriate arrangements to protect any intellectual property associated with their application. Entrants must be prepared to participate in post event publicity associated with the awards.
12. The AMRC Training Centre reserves the right to withdraw an award from any applicant supplying false/fraudulent/inappropriate information within their entry. Judges reserve the right to audit any information supplied.
13. The closing date for entries is Monday 3rd December 2018. No entries will be accepted after this date. The AMRC Training Centre reserves the right to extend this deadline.
14. The judge's decision is final.
15. By registering and completing an entry for the awards you agree to these rules.