

ENTRY GUIDANCE

CATEGORY: Business Apprentice of the Year Award

Description

This award has been developed for business/commercial apprentices, working within engineering/manufacturing firms, who have done the most to seize the training and development opportunities presented to them during their Apprenticeship programme, and who have made significant contribution to support the business activities of their employer. Disciplines include but are not limited to: logistics, supply chain, procurement, project management, HR, business administration

This award is open to all apprentices currently undertaking a business apprenticeship in a manufacturing/ engineering firm programme in the 2017/18 academic year.

Important information

- Please ensure you take the time to read and adhere to the [terms and conditions](#) of entry
- Ensure the employer and apprentice sections are completed in full.
- For assistance in navigating the online portal [click here](#)
- Please fill in the entry and contact information pages to the fullest – this information is used to contact you in relation to your entry and also used for the purpose of creating certificates and trophies and other awards related materials.

Entry Guidance

The question guidance in this document is for use to support you in completing your entry.

They are examples of what you may include in your entry but you should not limit your entry to only including these. For further assistance in telling your story contact the awards team.

For help with telling your story or navigating the portal - email awards@eef.org.uk or call 020 7654 1540.

Question: Apprentice Employer's Supporting Statement (250 word count)

Please enter the apprentice employer/ trainer full name and email address in the fields below and send a request. They will receive a statement on their reasons for nominating you

An email will be sent to the employer asking the following question:

Please describe your reasons for nominating this apprentice, using the box below. Consider the apprentice's attitude, performance, quality of work, interpersonal skills and initiative and any valuable contributions the apprentice has made.

- This section is to be completed by the employer of the nominated apprentice and should focus on the apprentice and not the scheme.
- Tip – the employer should make full use of the word count and ensure they give compelling reasons for the apprentice. How have they shone during their apprenticeship?
- Tip – When entering multiple apprentices the employer should customise each statement. A copy and paste is impersonal and reflects in the scoring.
- You should send the request to the employer at the start to give them plenty of time to write and submit in time for your entry.

Question: Apprentice Educational Information

- This section is to be completed by the apprentice being nominated for the award. And is about outlining your education to date, achievements and future plans.
- Tip - add as much information in here as possible, any extra work, and awards entered extra modules shows the judge's enthusiasm, eagerness and that you are taking your apprenticeship seriously.

Which framework (if any) are you following? i.e. level/specialism

- Include any stand-alone units of NVQs/GNVQs or BTEC where a full qualification was not gained or where units were gained in addition to full qualification(s).

What qualifications did you hold before starting your apprenticeship?

- List all qualifications in chronological order, starting with the most recent. And include - Qualification and Subject, Date (month and year), Grade, and the school/ college or training centre where this was undertaken.

What qualifications have you gained/are currently undertaking since you started your apprenticeship?

- List all qualifications in chronological order, starting with the most recent. And include, Qualification and Subject, Date (month and year, Grade, And the school/ college or training centre where this was undertaken.

Please list any off-the-job training providers, including college(s) and university, you have attended during your apprenticeship

- Include in chronological order - Name of provider, Address, Telephone number, Contact name.

Please list any other related competitions or awards you have entered and been successful in

- Include in chronological order - Name of programme, Award won, year won.

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Find out about EEF membership call 020 7654 1540 or visit www.eef.org.uk/membership.

Apprentice Self-Assessment

- This is not a writing test. You will be judged based on your skills and enthusiasm for your apprenticeship. But, do note that the more evidence and examples you can give the more the judges' can learn about you and your story.
- This section is to be completed by the apprentice being nominated for the award.
- Each question has its own word count, you will not be able to submit your entry if you go over the word count.

What were your reasons for becoming an apprentice and who/what influenced you? (max word 325)

- Mention all the people who have influenced your decision to be an apprentice e.g. Parents in the industry, teachers, older sibling took that path.
- Did you grow up in a family where everyone went to university, how did you decide an apprenticeship was for you? Did your family approve? Did you have to convince anyone this was the right path for you? Is there a reason why you chose a firm in the manufacturing industry.

What are your career aims and ambitions now and in the future? (max word 325)

- Include short term goals e.g. you want to complete x, y, and z by the end of the year.
- Include long term goals e.g. you want to be CEO one day, or you want to make a difference to the industry or become an ambassador for manufacturing.

What are your achievements both in and out of your company, including any responsible positions you have held or details of any projects you have worked on or led? (max word 400)

- What projects have you worked on? What was your role in those projects? How did you manage your work load to ensure you met deadlines?
- Captain of the football team or lead a scout group/ awards you have won (does not have to be industry related.)
- Team leader for a project within work or community.
- TIP – including both examples from within and outside the community shows the judges that you are proactive/ well rounded.

When have you worked with others inside and outside of the workplace? Describe your role(s) and contribution(s) and give examples. Please provide examples relating to the workplace and other hobbies/interests outside of the workplace (i.e. Scout Leader). (max word 400)

- How do you work within your team at work, are you a team player – give good examples of working with people.
- Are you part of any clubs or sports teams outside of work how do you work with people in these situations?
- How do those activities help you in your apprenticeship? Are there any cross over skills, for example if you play in a sports team on the weekends, this improves your team work skills, it requires time management skills, you are relied upon by others to be at the game on time and with your kit.

Why should you win this award? (max word 400)

- Tip – this is a very important question that often lets down an entry. Take the time to reflect on why you think you should win this award. This is the moment to 'boast about how good you are.'
- What makes you a good apprentice? Provide examples of your commitment to the apprenticeship.
- What do you give back to your company/ industry that makes you a good apprentice?
- Give personal traits that make you the best and examples of how you go above and beyond.

Need support telling your story?

Contact our EEF Awards team on 020 7654 1540, or email awards@eef.org.uk

Supporting documents

- TIP – this is your opportunity to show examples of your work to the judges. Also giving the judges a visual of who you are.
- Please note there is a maximum of 5 items across 5 pages. ie - 1 photograph = 1 item; pdf document with 3 pages = 3 items.
- We cannot guarantee that the judges will view any additional items beyond this.
- Please ensure you reference your supporting documents within your entry form in the relevant areas - you can name each file to make this easier for the judges to identify.

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