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, 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 19th February 2024

OR

1. completed a full apprenticeship no more than 12 months ago (i.e. completed between 20th January 2023 to 18th February 2024)

This form is your opportunity to tell us why your nominee deserves to win an award, so please provide as much detail as you can. Where possible, please include evidence and give examples to illustrate your answers.

We require a short statement from the apprentice’s employer and training provider to support your nomination. We also ask for a statement from the apprentice themselves to confirm they are happy to be nominated!

If you’re not sure whether the apprentice is eligible, please contact us at skills@oxfordshirelep.com for advice.

1. **Which award would you like to nominate the apprentice for?**
2. Intermediate Apprentice of the Year (Level 2) 

b) Advanced Apprentice of the Year (Level 3) 

1. Higher/Degree Apprentice of the Year (Level 4 and above) 
2. **About the apprentice**

|  |  |
| --- | --- |
| Name |  |
| Preferred pronouns |  |
| Contact number |  |
| Email address |  |

1. **About their apprenticeship**

|  |  |
| --- | --- |
| Job title |  |
| Apprenticeship  |  |
| 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 |  |
| Email address |  |

1. **About you (if you are neither their employer nor training provider)**

|  |  |
| --- | --- |
| Contact name |  |
| Relationship to apprentice |  |
| 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 the apprentice’s most significant achievements, how they have benefitted the business (e.g. improved practice, made savings) and how they have gone the extra mile** *max. 250 words*

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1. **How have they developed as an apprentice, both in terms of their professional skills but also personally, as a result of their apprenticeship?** *max. 200 words*

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**Supporting statements**

1. **The apprentice’s employer** *max. 200 words*

|  |  |
| --- | --- |
| Name |  |
| Job title |  |
| Relationship to apprentice |  |

|  |
| --- |
| **Tell us why this apprentice deserves to win:** |

 **2. The apprentice’s training provider** *max. 200 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. **Apprentice statement (a) tell us about your significant achievements, proudest moments and how you have gone the extra mile** *max. 200 words*

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1. **What would you say to anyone who is thinking about starting an apprenticeship?** *max. 150 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. 150 words*

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**Entries must be completed in full and submitted by email to** **skills@oxfordshirelep.com** **by MIDNIGHT on the evening of Monday 19th February 2024**.

**Please note:** the information you provide will be used for the process of judging the Oxfordshire Apprenticeship Awards and to contact you and your nominee in connection with the awards.

If your nominee is chosen as a finalist, details of their story may be shared at the awards ceremony. All data sent to us is subject to the Oxfordshire Apprenticeship Awards Privacy Policy, which is accessible at <https://oxlepskills.co.uk/oaawards>