Hello! We are delighted you’ve taken the first step to nominating a shining star 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 Shining Star Award is open to former apprentices of all ages, from Level 2 and above, living or working in Oxfordshire. Your nominee must have:

1. completed a recognised apprenticeship at least 9 months before the closing date of 19th February 2024 (they can be a current apprentice working towards another apprenticeship)

OR

1. completed their first apprenticeship no more than 10 years ago (completed between 20th February 2014 and 18th May 2023)

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

We require a short statement to from your nominee to give them the opportunity to share any additional information and confirm that they are happy to be nominated!

If you’re not sure whether your nominee is eligible, please contact us at [skills@oxfordshirelep.com](mailto:skills@oxfordshirelep.com) for advice.

1. **About you**

|  |  |
| --- | --- |
| Name |  |
| Job role |  |
| Employer |  |
| Contact number |  |
| Email address |  |

1. **How do you know the nominee?**

|  |
| --- |
|  |

1. **About your nominee**

|  |  |
| --- | --- |
| Name |  |
| Preferred pronouns |  |
| Job role |  |
| Employer |  |
| Contact number |  |
| Email address |  |

1. **About their apprenticeship**

|  |  |
| --- | --- |
| Job title |  |
| Apprenticeship |  |
| Apprenticeship employer |  |
| Date started |  |
| Date finished |  |

1. **Tell us about their career so far, including their current role, and how they have progressed from their apprenticeship to where they are now** *max. 200 words*

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1. **Tell us why you are nominating this person for the Shining Star Award, including examples e.g. significant achievements, how they have benefitted the business, how they have gone the extra mile**

*max. 250 words*

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**Nominee statement**

**1. What are your plans and goals for the future and how will having completed an apprenticeship help you to achieve them?** *max. 250 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**](mailto: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>