



Apprentice Nomination Form

Please indicate which Award Category you are entering a nomination for (highlight in bold):

Apprentice of the Year	Cabinet Maker	<input type="checkbox"/>
Apprentice of the Year	Upholsterer/Soft Furnishings	<input type="checkbox"/>
Apprentice of the Year	Installation	<input type="checkbox"/>
Apprentice of the Year	Polishing/Finishing	<input type="checkbox"/>
Apprentice of the Year	Wood Machining	<input type="checkbox"/>
Apprentice of the Year	Component Manufacture	<input type="checkbox"/>
Apprentice of the Year	Business Administration	<input type="checkbox"/>
Advanced Apprentice of the Year		<input type="checkbox"/>
Overall Apprentice of the Year		<input type="checkbox"/>
Young Achiever of the Year		<input type="checkbox"/>

Section 1- Background Information on the Apprentice you are Nominating

Name:

Home Address:

Postcode:

Landline:

Mobile:

Email:

Date of Birth / /

Which Apprenticeship framework and level have they achieved?

When did the apprentice start the Apprenticeship?

Expected end date or achieved date?

What training/qualifications has the apprentice achieved to date? Has the apprentice progressed to a higher level qualification e.g. Advanced Apprenticeship?

Section 2- Nominator's Details

(anyone but a relative can nominate)

Name:

Job Title:

Organisation:

Address:

Postcode:

Landline:

Mobile:

Email:

What is your relationship to the Apprentice you are Nominating?

Training Officer Colleague Manager Mentor Employer

Other; please specify

Section 3 - Questions

Question 1

Why do you believe this Apprentice deserves an award? Provide examples of the particular areas or projects where expectations have been exceeded. (**No more than 280 words**)

Question 2

What contribution has this Apprentice made to their employer's organisation? (**No more than 150 words**)

Question 3

Has the Apprentice had any significant difficulties they have overcome? (**No more than 100 words**)

Question 4

Additional Remarks to support your nomination (**No more than 100 words**)

Section 3 - Declaration

Nominator's declaration:

By submitting this form and ticking the box, I confirm that:

- I give consent for Webs Training Ltd to use the information in this form
- The Apprentice's permission has been sought to nominate them for an award.

I confirm that the above declaration is true.

- I have obtained permission of the apprentice to enter them into the Webs Apprenticeship Awards 2016 and use their details.

The apprentice has agreed to take part in all publicity concerning the Webs Apprenticeship Awards 2016.

Print name:

Date:

(Please note that the person nominated will receive the invite and the nominator will be updated.)

Your completed Nomination Form must be sent by email to:

info@webstraining.com

Alternatively please send back to:

Sammy Jones
Webs Training Ltd
The Poplars
Wollaton Road
Beeston
Nottinghamshire
NG9 2PD

The closing date for entries to be received by is **17:00 GMT on Friday 29th April 2016**.
Entries received after the closing date will not be entered.

Guidelines for completing Section 2 – Questions

As a guide to completing these questions a word count guide has been added to each question. **Anything above the word count will be disregarded** from the judges' final decision.

The judges will be looking to grade your descriptions and examples using a marking scheme that has the following criteria-

9 - 10 points	=	Truly Exceptional
8 points	=	Impressive
6 - 7 Points	=	Good
4 - 5 Points	=	OK
1 - 3	=	Weak