

DEFLOG VQ Trust



Apprenticeship Awards 2010

... Transport ... Construction ... Warehousing & Storage ... Stevedoring ... Telecommunications ... Munitions ... Mail Services



Best Apprentice and
Best Advanced Apprentice
Awards

Application Guidance Notes

Dedicated to realising the potential of every Learner



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Are you an Apprentice with a difference?

Tell us about it

The DEFLOG VQ Trust Apprenticeship Awards 2010 are looking to reward Apprentices who are exceeding their employer's and learning provider's expectations.

If you've used the skills gained through your Apprenticeship or Advanced Apprenticeship programme to make a difference to your unit, we want to know. Perhaps you've taken on extra responsibility, improved productivity, or proven to be a worthy team member?

Has your Apprenticeship or Advanced Apprenticeship given you the skills and confidence you need to truly make your mark? Are you proud of your achievements?

If so, tell us your story and you could win an apprenticeship award.

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As a winner you will enjoy:

- DEFLOG Apprentice of the year award status.
- Recognition for your hard work through media activity.
- £300 worth of prizes for the winner.
- £150 worth of prizes for the runner-up
- Invites for you and your family to attend an Oscar-style celebratory awards ceremony on 27th October 2010

What Makes a Winner?

The Apprentice/Advanced Apprentice of the Year Award seeks to celebrate learners who have made significant progress and who continue to tackle their own specific learning needs in order to achieve their goals, create an impact at work and exceed all expectations.

Judges are looking for entrants that make a real difference in the work place. For example the entrant may have improved procedures, help develop a new idea or made an important contribution to a special project.

Four Awards are given in this category:

- Apprentice of the Year (Army)
- Apprentice of the Year (RAF)
- Advanced Apprentice of the Year (Army)
- Advanced Apprentice of the Year (RAF)

In particular, judges are looking for entries that demonstrate the following:

- Commitment to their own personal development and progression through learning.
- Outstanding and measurable contribution to their work place, in particular areas or projects where expectations have been exceeded.
- Examples of progress, achievement and attainment in learning and work.
- Inspirational qualities and a role model for other Apprentices.



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How do I enter?

Speak to your line manager, DEFLOG Learning Resource Centre staff or your Assessor.

Who should enter?

- Apprentices must be working towards, or have completed, an Apprenticeship or an Advanced Apprenticeship through DEFLOG VQ Trust.
- All applicants must have started their Apprenticeship on or after 1st August 2008.

How to enter

Please read these entry notes carefully before completing the form. The closing date for entries is 4.30pm on Monday 9th August 2010.

Entry forms can be downloaded from the DEFLOG VQ Trust website; www.vqtrust.org.uk, or are available from your local Learning Resource Centre.

All entries must be completed electronically and emailed to neil.searle@vqtrust.org.uk by 4.30pm on the closing date to be eligible for an award. **(Hard copy forms will not be accepted)**

Visit the DEFLOG VQ Trust website for more information. Alternatively you can email your queries to Neil Searle on neil.searle@vqtrust.org.uk or call on 01482 678 304.



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Completing the form

Applications should be completed by the entrant, with assistance from their employer and/or learning provider. The Apprentice of the Year Award follows a competitive process so it is worth considering who would be the best person to help you present your story to the judges. The application must be endorsed by your employer in Section 3. The entry form is split into three sections, all of which should be completed fully.

Section 1 - Your details

Section 2 - Application

Section 3 - Employer endorsement

Please ensure that you follow the entry instructions, and use the guidance notes for each section. This will enable you to provide the judges with all the information they need. All entries will be treated in the strictest confidence.

What else do I need to know?

Key Dates

Monday 9th August 2010 - Closing date for all entries

12th August to 26th August 2010 - Judging period

27th August 2010 - Entrants informed by letter whether they are finalists or not.

27th October 2010 - Awards ceremony at the RLC Central Sgts' Mess, Deepcut.



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Final dos and don'ts

- DO use the guidance notes and judging criteria to help focus your entry
- DO use evidence such as quotes from colleagues, other staff/apprentices, statistics, comparative data, performance reviews etc.
- DO contact us if you need any further help:
Email us at neil.searle@vqtrust.org.uk or call us on 01482 678 304
- DON'T exceed the stated word count in each section
- DON'T forget to allow enough time to get your entry to us by the closing date
- DON'T attach supporting information - your entry form is sufficient

Good luck! We look forward to receiving your entry

Terms and Conditions

The organisers cannot accept any responsibility for loss or damage of any entry. All entry forms will be acknowledged. All entries will be treated in the strictest confidence. The judges' decisions will be final and no correspondence or discussion will be entered into regarding the selection of the winners.

Guidance on completing your entry

Please complete all sections of this form. Entries that are incomplete or exceed stated word count will not be accepted. We regret that we cannot accept any additional supporting documentation, or receive entries by post or fax.



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Section 1 ~ Your Details

This section requests information about you, your employer, the learning provider you work with (if applicable) and your Apprenticeship. It is important that you provide us with all this information.

Section 2 ~ Application

This section asks key questions about your achievements as an Apprentice, and your contribution and impact with the organisation you work for. Please complete all sections as fully as possible. Include evidence such as quotes from clients, staff and fellow trainers, statistics, comparative data, performance reviews etc.

Remember the judges will be looking for entries that demonstrate commitment to your own personal development and progression through learning; outstanding contributions to your workplace and business benefits. In particular areas or projects where you have exceeded expectations; examples of achievement and attainment in learning and work; inspirational qualities.

Question One

Describe here how your role fits within the organisation in which you work. What are your key duties and responsibilities? Explain whether you work within a small or large team or with other Apprentices.

Question Two

Describe here how as an apprentice you contribute to the work of your employer. Include any involvement in special projects, new practices and procedures. The benefits to the organisation should be described as much as possible in terms of measured outcomes, for example increased productivity, operational effectiveness, fuel savings, accident reduction, stock errors etc.



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Question Three

Give examples of how your Apprenticeship has impacted on your career, personal life or confidence. Include information about what motivated you to do your Apprenticeship, what you consider your greatest achievements and future plans for your career, education and training. Have there been any obstacles or barriers in your learning or at work that you have successfully overcome to achieve goals and exceed all expectations?

Question Four

Describe and give examples of the personal qualities, achievements and/or contributions that make you so outstanding. Its is important to tell judges what makes you a winner.

Section 3 ~ Employer Endorsement

Here your employer needs to endorse your entry, provide more background information, and explain why you should be considered for an award.