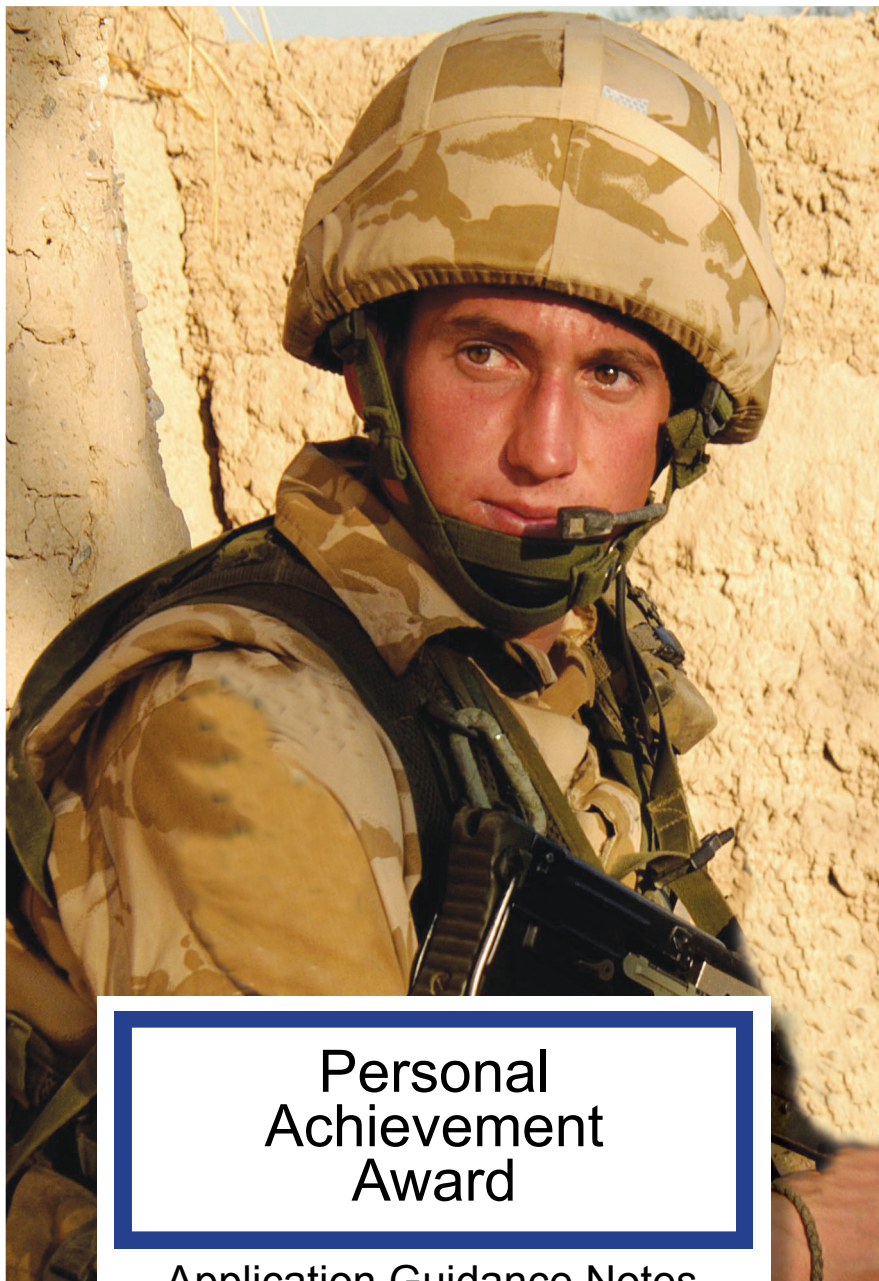


DEFLOG VQ Trust



Apprenticeship Awards 2010

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



Personal
Achievement
Award

Application Guidance Notes

Dedicated to realising the potential of every Learner



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Are you an Apprentice or Train to Gain learner who has overcome obstacles?

If you are, tell us about yourself.

The DEFLOG VQ Trust Apprenticeship Awards 2010 are looking to recognise and reward learners who have successfully overcome any barriers, difficulties or obstacles, personally or in the workplace to achieve and exceed all expectations.

If you are working towards or have completed an Apprenticeship or Train to Gain NVQ and are committed to your own personal development; have overcome obstacles, achieved in learning or at work and have been an inspiration to other learners then this award is ideal for you.

If so, tell us your story and you could win a Personal Achievement Award.

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As a winner you will enjoy:

- Personal Achievement award status
- Recognition of your hard work through media activity
- A trophy and a prize to the value of £300 for the winner
- A trophy and a prize to the value of £150 for the runner-up
- Invites for you and two family members or friends to attend an Oscar style awards ceremony on 27th October 2010.

What Makes a Winner?

The Personal Achievement Award seeks to celebrate learners who despite having to deal with obstacles in learning, their personal lives or at work have made significant progress and continue to tackle their own specific learning needs in order to achieve their goals, create an impact in their workplace and exceed all expectations.

Judges will be looking for entrants who have displayed determination not to let an obstacle stop them from achieving their learning goals and who have made a real contribution to both their unit and their colleagues.

In particular, judges are looking for units which demonstrate the following:

- Commitment to their own personal development and progression through learning
- Examples of progress, achievement and attainment in learning and work.
- Ability to overcome obstacles, barriers or difficulties in learning, personal life or at work.
- Inspirational qualities and a role model for other learners.

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How do I enter?

Speak to your line manager; DEFLOG Learning Resource Centre staff or your assessor.

Who should enter?

- Applicants must be working towards or have completed an Apprenticeship or Train to Gain NVQ programme through DEFLOG VQ Trust.
- All applicants must have started their apprenticeship or NVQ on or after 1st August 2008

How to enter

Please read these notes carefully before completing the entry 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 at: www.vqtrust.org.uk or are available from your local Learning Resource Centre.

All entries must be completed electronically and emailed to Neil Searle at 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)**

Help with your entry

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



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Completing the form

Applications should be completed by a senior member of the unit, with the assistance of the local Learning Resource Centre staff. You need to consider who would be the best person to tell your unit's story to the judges. The application must be endorsed by your line manager, OC or CO at Section 4. The entry form is divided into four sections, all of which should be fully completed

Section 1 - Your details

Section 2 - Your Application and Declaration

Section 4 - Employer Endorsement and Declaration

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 – Award ceremony at 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 learners, statistics, comparative data, performance reviews etc.
- DO contact us if you need further advice or assistance: 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 the loss or damage of any entry. All entry forms will be acknowledged. All entries will be treated in the strictest confidence. The judges' decision 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 the entry form. Entries that are incomplete or exceed the 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 and your Apprenticeship or NVQ, barriers to learning, your unit details and information about your assessor or tutor. It is important to provide us with all this information.

Section 2 ~ Application

This section asks key questions about your personal achievements as an apprenticeship or NVQ learner. You will be asked to give information on your role, how you have successfully overcome barriers, your contribution to your workplace, colleagues, the community and further personal development and finally why you think you deserve the Personal Achievement award.

Please complete all sections as fully as possible. Include evidence such as quotes colleagues, fellow trainees and line managers, 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; your ability to overcome obstacles and difficulties, outstanding contributions to your workplace and unit effectiveness; in particular, areas or projects where you have exceeded expectations; examples of achievement and attainment in both learning and work; and your inspirational qualities.

Question 1

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

Question 2

Describe here how you have successfully overcome barriers or obstacles to learning in the workplace



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Question 3

Describe the impact that the learning activity has had on your performance in the workplace, include additional contributions you have made to your unit, colleagues and the community; the impact this has made and the benefits it has brought to you and your unit. Also tell us about your plans for further personal development.

Question 4

Tell us why you deserve to receive the Personal Achievement Award.

Section 3 – Employer Endorsement and Declarations

Get your line manager, OC or CO to complete the Employer Endorsement and Declaration