**APPRENTICE OF THE YEAR AWARD**

The winner of this Award will be, in the view of the judges an outstanding Apprentice employed by a BASA member company who can demonstrate commitment, has made a positive impact, and has fostered innovation. This Award celebrates apprentices who are learning on the job, showing real-world impact from their learning, and boosting innovation in their workplaces. We are looking to recognise excellence within our industry and celebrating our extraordinary apprentices.

**ENTRY TO THE AWARD**

A company can nominate an employee to enter the Award, who is employed as an apprentice on a recognised apprenticeship scheme. Anyone leaving their employer between the application and the presentation event, should inform BASA, as this would disqualify them from the award.

Who is eligible?

Apprentices on accredited apprenticeships are eligible.

Apprentices at various levels, including those working towards or having completed NVQ Level 2, 3, 4, 5, 6 or higher.

Apprentices who have successfully completed a recognised apprentice qualification within the last two years are also eligible to enter the BASA Apprentice of the Year Award.

In addition to the written submission, we encourage you to include any supporting material, pictures and testimonials that you believe will help the judges.

You should also include an 800-character summary and high quality company logo (for publicity material).

**JUDGING**

Judges will be looking for evidence of:

Demonstration of your commitment to your role, your personal contributions and how your role has significantly contributed to business in any area. (20%)

Ideas and initiatives you have significantly contributed to that have enhanced any areas of the business. (20%)

What part you personally have played in achieving any stated aims or improvements. (20%)

In addition a supporting statement by your line manager or a Director of the company is required, explaining (in no more than 3000 characters) why you have been nominated and your achievements within the company. (40%)

**Question 1 - Contribution and enhancements to your business in any area**

In a maximum of 1200 characters, describe how you have significantly contributed to and enhanced your business in any area.

Supporting documentation

Upload any supporting materials that will help the judges in their assessment of your application.

Maximum of 2 additional pages.

Only material pertinent to the question should be e.g. do not attach a entire brochure, extract the relevant sentences/paragraphs/pages first.

20MB max

**Question 2 - Ideas and initiatives**

Describe any ideas and initiatives you have significantly contributed to that has enhanced any areas of the business

Max 1200 Characters

Supporting documentation

Upload any supporting materials that will help the judges in their assessment of your application.

Maximum of 2 additional pages.

Only material pertinent to the question should be e.g. do not attach a entire brochure, extract the relevant sentences/paragraphs/pages first.

20MB max

**Question 3 - Achieving aims and/or making improvements**

Describe what part you personally have played in achieving any stated aims or improvements.

Max 1200 Characters

Supporting documentation

Upload any supporting materials that will help the judges in their assessment of your application.

Maximum of 2 additional pages.

Only material pertinent to the question should be e.g. do not attach a entire brochure, extract the relevant sentences/paragraphs/pages first.

20MB max

**Question 4 - Testimony**

Provide a supporting statement from your Line Manager or a Director of the company, explaining why you have been nominated and your achievements within the company.

Max 3000 Characters

Supporting documentation

Upload any supporting materials that will help the judges in their assessment of your application.

Maximum of 2 additional pages.

Only material pertinent to the question should be e.g. do not attach a entire brochure, extract the relevant sentences/paragraphs/pages first.

20MB max

**Summary**

Application summary

Please include a summary of your application, maximum 800-characters (for publicity material).

Company logo

Please attach a high quality Company logo (for publicity material).

20MB max