

## APPRENTICESHIPS – LEARNER

### ENTRANT GUIDELINES



Llywodraeth Cymru  
Welsh Government

Recognising the commitment and high level skills of those individuals who have chosen the Apprenticeship Programme as a route to success.

Entries should demonstrate one or more of the following:

- Proven commitment by an apprentice to continued personal development.
- An apprentice who has contributed significantly to the business and provided added value.
- An apprentice who has demonstrated a high level of skills and/or has contributed significantly to the sector within which they work.
- The “distance travelled” by the apprentice to succeed in their chosen field.

#### Foundation Apprentice of the Year (NVQ Level 2 equivalent)

To apply for this award you must have:

- Completed a Foundation Apprenticeship Framework in Wales (evidence of certification will be required prior to any judging decision being made).
- Completed it no earlier than 1 August 2020, with actual or expected completion no later than 31 July 2023.

#### Apprentice of the Year (NVQ Level 3 equivalent)

To apply for this award you must have:

- Completed an Apprenticeship Framework in Wales (evidence of certification will be required prior to any judging decision being made).
- Completed it no earlier than 1 August 2020, with actual or expected completion no later than 31 July 2023.

#### Higher Apprentice of the Year, including Degree Apprentices (Level 4 or higher)

To apply for this award you must have:

- Completed a Higher or Degree Apprenticeship Framework in Wales (evidence of certification will be required prior to any judging decision being made).
- Completed it no earlier than 1 August 2020, with actual or expected completion no later than 31 July 2023.

**Section 1:** Learner's details – to be completed by the nominating learning provider.

**Section 2:** Employer details – to be completed by the apprentice.

**Section 3:** Learning provider details – to be completed by the apprentice.

**Section 4:** Apprenticeship details – to be completed by the apprentice.

**Q1. Please provide details of the Apprenticeship Programme you have completed or expected to complete**

You must include:

- The full title of your Apprenticeship Framework.
- Information on when you completed (or are expected to complete) your Apprenticeship Programme.
- Information on the qualifications you have achieved (or are expected to achieve) as a result of completing your apprenticeship.

**Q2. Please provide details of any learning programme you were on (including qualifications you achieved) prior to starting your apprenticeship**

**Q3. Describe your Apprenticeship Programme (up to 250 words)**

You might think of including information on:

- Why you decided to undertake an apprenticeship.
- Your learning programme.
- Any barriers you faced and successfully overcame either prior to or during your Apprenticeship Programme.

**Section 5:** Your story – to be completed by the apprentice.

**Q4. Please tell us three things about how your apprenticeship has contributed to your employer's business success (up to 400 words)**

You might think of including information (and examples) on:

- Any measurable outcomes that have been achieved as a result of your contribution. For example, a percentage increase in sales and/ or profitability, more efficient ways of working, better staff morale etc. Please provide statistics and/or evidence that demonstrates the impact you, as an apprentice, have had on the business.
- Where you have promoted learning, taken the initiative and/or demonstrated entrepreneurial skills.

**Q5. Please describe the personal progress you have made during your Apprenticeship Programme (up to 400 words)**

You might think of including information on:

- Your current employment status.
- Any personal outcomes, related to your Apprenticeship Programme, which have been achieved, for example skills competitions entered, opportunity to work across your sector etc.
- Improvements to your confidence, self-esteem, employability as a result of undertaking your Apprenticeship.

**Q6. Please describe your commitment to your learning and the outcomes you have achieved (up to 400 words)**

You might think of including information on:

- How you have pro-actively challenged yourself, and how you have strived to be recognised for excellence in relation to your learning and skills.
- Any further learning undertaken (or planned) as a result of undertaking your Apprenticeship.

**Q7. Please detail how your learning has enabled you to contribute to your employer's objectives/business plan or even via the development of your own business (up to 400 words)**

You might think of including information (and examples) on:

- Any measurable outcomes that have been achieved as a result of your contribution, for example increased sales/profitability, more efficient ways of working, better staff morale.
- Where you have promoted learning, taken the initiative and/or demonstrated entrepreneurial skills.

**Section 6:** Employer endorsement – this section is to be completed by the employer.

**Q8. Why, in your opinion, should this individual be considered for an Apprentice of the Year Award? (up to 250 words)**

You might think of including information (and examples):

- On the contribution made by the individual to the organisation.
- Of how the individual has overcome barriers in undertaking their Apprenticeship Framework.

- Of how the individual has consistently challenged themselves (and others) in undertaking their Apprenticeship Programme.
- What makes them stand out from the crowd.

**Section 7:** Declaration – to be completed by the apprentice.

### **Q9 Declaration**

The learner named in this application wishes to be considered for the Apprentice of the Year Award, and confirms that the details given in this application are accurate.

In entering for the Apprentice of the Year Award, I agree to take part in any publicity concerning the Apprenticeship Awards Cymru including, but not limited to, photos, filming and the development of case studies. I understand that as part of the publicity of the Apprenticeship Awards Cymru, press releases will be made before, during and after the event. Furthermore, if selected as a Finalist, and for some reason I am unable to attend the Awards Ceremony, I will ensure that a representative will attend on my behalf.

I agree to the declaration

Yes

No

If you are shortlisted as a finalist, there may be some publicity in the media around your entry. Please confirm one of the following:

I am 18 or over and happy to consent to publicity around my entry

I am under 18 and have consent to be involved in publicity around my entry from my parent/guardian

### **Privacy**

All entries will be treated in the strictest confidence. Information provided will only be used by the Welsh Government and the National Training Federation for Wales (NTfW) to promote Welsh Government's Apprenticeship Programme and wider Skills and Employability Programmes. Entries and supporting information cannot be returned.