

Kirklees Apprenticeship Hub Awards – Guidance notes 2015

Please read this guidance carefully before completing the form to ensure you make the most of your nomination, and return completed forms by 22 May 2015

The Award

Do you know an apprentice whose achievements could inspire others?

Do you know a business that is committed to apprenticeships as a way to grow their business and create a skilled workforce?

Please see overleaf for the eligibility criteria. All award categories are open to learners living or businesses operating in Kirklees only.

Nomination process

- Applications should be made on an official nomination form.
- Forms can be typed and submitted by email to apphub@kirklees.gov.uk
- Forms can also be sent by post to Kirklees Apprenticeship Hub, Civic Centre 3, Market Street, Huddersfield, HD1 2YZ

Filling in the nomination form

Please ensure that all sections of the nomination form are complete and, where applicable signed. Only fully completed forms will be considered. Do not send supporting information as this will not be considered.

- All sections are to be completed by the nominator.
- Please write the name of the nominee exactly as they would like it to appear on their certificate.
- If you are completing the form and returning via email a signature is not required.
- If you are returning the form in the post, please ensure the form is signed.

What happens next?

- All nominations are shortlisted and sent to a selection panel of judges.
- The judging panel will assess each entry based only on the information given on the nomination form.
- Final decisions will be made on the 12 June 2015.
- We will contact the person who makes to nomination in June.
- Winners will be invited to an awards ceremony (date to be confirmed)

Kirklees Apprenticeship Hub Awards 2015 – List of Awards

Apprentice Awards

The Kirklees Apprenticeship Hub awards will recognise the achievements of outstanding apprentices. Your nomination will build existing apprentices' confidence and inspire new and potential apprentices. All award categories are only open to apprentices living in Kirklees.

Apprentices aged 16 to 18

(Open to anyone on an apprenticeship course between 1 August 2014 and 31 March 2015)

- Intermediate Apprentice of the Year (level 2)
- Advanced Apprentice of the Year (level 3)

Apprentices aged 19+

(Open to anyone on an apprenticeship course between 1 August 2014 and 31 March 2015)

- Intermediate Apprentice of the Year (level 2)
- Advanced Apprentice of the Year (level 3)

All Apprentices

- Higher Apprentice of the Year
Open to any who is currently completing a Higher Level (level 4, 5 or 6) Apprenticeship
- Apprentice Champion of the Year
The Apprenticeship Champion of the Year category is open to both current and former apprentices at any level. We are looking for someone who has demonstrated excellence in their role and who actively promotes the benefit of apprenticeships to other young people and businesses.
- Apprenticeship Achievement Award
This is open to both current apprentices and those who have completed their apprenticeship. There is no timescale on when the nominee was an apprentice or completing an apprenticeship course.

We are looking for an apprentice who has progressed within their organisation and can demonstrate a high level of personal achievements

Businesses Awards

- Apprentice Employer of the Year
This is open to employers from any sector, but the businesses must be located within Kirklees. The award celebrates employers who can showcase their commitment, contribution and the success that apprenticeships have brought to their organisation.

Eligibility Criteria

Individual apprentice nominations – apprentices who are nominated for a Kirklees Apprenticeship Hub Award must:

- Be eligible for SFA funding
- live in the Kirklees area

Business nominations - businesses who are nominated for a Kirklees Apprenticeship Hub Award must:

- Have worked with an SFA funded training provider
- be located in the Kirklees area

Publicity

We will use the information supplied about Kirklees Apprenticeship Hub Award winners in future publicity. Please ensure that your nominee(s) are aware of this. Could you also ensure that you let us know if there is any information your nominee(s) does not wish disclosing publicly.