# BWF Apprentice of the Year Award 2015

**APPLICATION FORM**

# Entry Rules

1. Apprentices in all UK joinery and woodworking companies are eligible to enter
2. Individuals on a formal apprenticeship are eligible. Those undertaking any other formal training programme or qualification are eligible for the trainee category only.
3. An apprentice is eligible if still studying or have completed their studies within twelve months of the closing date.
4. The apprentice must have been on a formal training programme i.e. on an apprenticeship which is relevant to their job role.
5. There is no entry fee
6. There are no limits on the number of entries per company, but only one entry per person
7. Nominations should be completed by employers or line managers on behalf of their apprentice or trainee
8. Applications must be received by no later than **~~Friday 11~~~~th~~ ~~September 2015, 5pm.~~ DEADLINE EXTENDED ONE WEEK! Friday 18th September 2015, 5pm**
9. The BWF cannot accept any responsibility for the loss of or damage to entries
10. Judges’ decisions are final and no correspondence or discussion will be entered into regarding the selection process

# Judging Criteria

**The award will be judged against the following criteria in the apprentice category:**

• **Outstanding achievement** – quality of workmanship

• **Commitment** – good timekeeping and attitude

• **Adding value** – the use of initiative to improve workplace processes and/or quality

• **Personal development** – how the apprentice has benefited from his/her training in terms of maturity and workmanship

# Entry Requirements

**To enter the apprentice category, simply send the following:**

* A completed entry form below
* Photographs (in electronic jpeg format) and short description of up to three projects
* A testimony/reference from the employer covering the key criteria (no more than 500 words)
* A testimony from the college/training provider supporting the key criteria (no more than 500 words) and confirming good attendance.
* A personal statement from the apprentice on what they have gained from their training and what winning this award would mean (no more than 150 words)

# Awards Presentation

The Award will be presented at the BWF Annual Dinner & Awards on the evening of **Friday 20th November 2015** at prestigious London venue to be announced

The three shortlisted entries will be notified of their success by the end of September 2015, and they and a guest (who must be over 18 if the apprentice is under 18) will be invited to the Annual award on 20 November 2015 free of charge. Additional tickets to the Dinner & Awards are chargeable and only £95+VAT.

# Sponsorship Information

The Apprentice of the Year Award is kindly sponsored by:

# Entry form

Please complete and return this entry form together **with your supporting evidence** to:

Post to: Apprentice of the Year Award 2015, British Woodworking Federation, The Building Centre, 26 Store Street, London WC1E 7BT

Email to: Dave Campbell, BWF Head of Development & Training, at: **dave.campbell@bwf.org.uk**

Name of apprentice:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of birth:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominating employer or line manager:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How long has the nominee worked for the company?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College attended / training provider used:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact details of teacher / trainer we can contact to verify evidence:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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**Checklist for entering the Apprentice of the Year Award:**

* Photographs (in electronic jpeg format) and short description of up to three projects
* A testimony/reference from the employer covering the key criteria (no more than 500 words)
* A testimony from the college/training provider supporting the key criteria (no more than 500 words) and confirming good attendance.
* A personal statement from the apprentice on what they have gained from their training and what winning this award would mean (no more than 150 words)



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