Hello! We are delighted you’ve taken the first step to nominating someone for the Training Provider Individual Award. There are a few questions to complete, which shouldn’t take too long and it’s well worth the effort!

The Training Provider Individual Award is open to individuals working for organisations that provide Apprenticeship training in Oxfordshire (colleges, universities, independent training providers and employer providers) who go the extra mile to support and encourage Apprentices and enable them to achieve to their potential. For example, a tutor, mentor or assessor.

**The judges will be looking for evidence of:**

1. Enabling all Apprentices to achieve their full potential
2. Exceptional support and encouragement given to Apprentices at all stages of their Apprenticeship journey
3. Additional support provided for Apprentices with specific needs
4. Use of innovative approaches to engage with Apprentices and their employers and keep them engaged
5. Supporting Apprentices to remain on programme when challenges arise

This is your opportunity to tell us why your nominee deserves to win this award, so please provide as much detail as you can. Where possible, please use evidence and give examples to illustrate your answers.

We require a short statement from someone they have worked with to support your nomination e.g. their line manager, a colleague, an Apprentice or employer they’ve supported. We also ask for a statement from the nominee themselves to confirm they are happy to be nominated!

If you’re not sure whether your nominee is eligible, please contact us at skills@oxfordshirelep.com for advice.

1. **About you**

|  |  |
| --- | --- |
| Name |  |
| Job role |  |
| Employer |  |
| Contact number |  |
| Email address |  |

1. **About your nominee**

|  |  |
| --- | --- |
| Name |  |
| Job role |  |
| School/college |  |
| Contact number |  |
| Email address |  |

1. **How do you know the nominee?**

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1. **Tell us about their role - please give examples of how they support Apprentices of all levels and abilities and enable them to reach their full potential, including when challenges arise** *max. 200 words*

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1. **Tell us about their most significant achievements and how they have gone the extra mile** *max. 250 words*

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1. **How have they used innovative approaches to engage with Apprentices and their employers and keep them engaged** *max. 200 words*

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**Supporting statements**

1. **Statement from someone your nominee has worked with (e.g. their line manager, a colleague, Apprentice or employer they’ve supported)** *max. 200 words*

|  |  |
| --- | --- |
| Name |  |
| Relationship to nominee |  |

|  |
| --- |
| **Tell us why this person deserves to win:** |

1. **Nominee statement – tell us about your significant achievements, proudest moments and how you go the extra mile to support Apprentices of all levels and abilities and help them reach their full potential** *max. 200 words*

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**Entries must be completed in full and submitted by email to** **skills@oxfordshirelep.com** **by MIDNIGHT on the evening of Friday 17th February 2023.**

**Please note:** the information you provide will be used for the process of judging the Oxfordshire Apprenticeship Awards and to contact you and your nominee in connection with the awards.

If your nominee is chosen as a finalist, details of their story may be shared at the awards ceremony. All data sent to us is subject to the Oxfordshire Apprenticeship Awards Privacy Policy, which is accessible at [www.oxfordshirelep.com/oaawards2023](http://www.oxfordshirelep.com/oaawards2023)