**North Notts Business Awards 2017**

**Apprentice of the Year Award**

This award is open to all local businesses to recognise an outstanding apprentice who has demonstrated qualities and skills that exceed expectations. The apprentice will have been in the employment of the company for less than three years. Judges will be looking for entries that clearly demonstrate the ability and outstanding achievements of the apprentice, skill and commitment, evidence of regularly exceeded targets and the difference that the Apprentice has made to the organisation for which they work. Judges will also look for achievements in either the recognised training scheme or in-house training programme the employee is following.

This application will also require a statement from your apprentice in question 5 in their own words.

**Section 1. Company Details**

|  |
| --- |
| Full trading name of company: |
|  |
| Registered name if different from above: |
|  |
| Date company established: |
|  |
| Address:  |
|  |
| Telephone: |
|  |
| Website:  |
|  |
| Name of most senior person in organisation: |
|  |
|

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| --- |
| Name of Apprentice: |
|  |

Name of person submitting application: |
|  |
| Email: |
|  |

**Type of organisation (tick all that apply):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  | Manufacturing |  |  | Sole Trader |
|  |  |  |  |  |  |
|  |  | Service Sector |  |  | Partnership  |
|  |  |  |  |  |  |
|  |  | Retail |  |  | Limited Company |
|  |  |  |  |  |  |
|  |  | Education / Training |  |  | Registered CIC Social Enterprise |
|  |  |  |  |  |  |
|  |  | Hospitality/Tourism |  |  | PLC |
|  |  |  |  |  |  |
|  | Other (please state): |  |  | Registered Charity |
|  |  |  |

**No of employees:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  | 1 - 10 |  |  | 11 - 25 |
|  |  |  |  |  |  |
|  |  | 26 – 50 |  |  | 51 - 100 |
|  |  |  |  |  |  |
|  |  | 101 – 250 |  |  | over 250 |

Please give a brief overview of your business including details of your customers, the products and/or services that you supply to them and the markets in which you operate

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**Section 2. Category Questions**

**Question 1**

Please summarise why the Apprenticeship Programme was established in your firm, how many apprentices you currently employ and what are the benefits for your business?

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**Question2**

Please explain the role, key duties and responsibilities of your apprentice within the organisation and including how your apprentice has contributed to the businesses objectives, the impact this has had on the organisation and the benefits to the firm.

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**Question 3**

How is the performance of your apprentice measured, please provide details such as feedback, costs savings and innovation. Please provide details of what you would consider to be their greatest achievements to date.

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**Question 4**

Please give details of any recognised training scheme or in-house training programme the apprentice is following.

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**Question 5**

**Apprentice Statement:** In your own words, please explain what you feel you have achieved through the Apprenticeship Programme, what motivates you to complete your Apprenticeship and your future plans to achieve your ambitions.

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**Question 6**

Why do you think your apprentice deserves to win the Award for Apprentice of the Year?

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|  |

**Authorisation**

Please tick the boxes below to confirm:-

|  |  |
| --- | --- |
|  | I have read, understand and accept in full the Terms and Conditions of the North Notts Business Awards and hereby enter this submission upon behalf of my organisation. |
|  | I agree that if this entry is judged to be a finalist that I shall purchase one or more tickets for, and attend, the Awards Ceremony on Friday, 24th March 2017.  |

|  |  |
| --- | --- |
| **Name**: |  |
|  |  |
| **Designation**: |  |
|  |  |
| **Date**: |  |

Please save your entry form electronically as YOURCOMPANY\_CATEGORY.doc, e.g.

Yyzcompany\_excellenceincustomerservicess.doc

Please submit your completed entry form to**awards@northnottsbc.uk**

**Key Dates for Your Diary.**

Closing date for submitting application forms is 10.00pm on **Friday, 13th January 2017.**

The finalists will be announced at North Notts Business Connections Breakfast Networking on **Wednesday, 25th January 2017 at Retford Town Hall**. Out of respect for the judges and sponsors, ALL awards entrants are requested to attend. Finalists who attend will be presented with a certificate by the award sponsors and have the opportunity to participate in publicity photos.

The North Notts Business Awards 2017 Awards ceremony takes place on **Friday, 24th March 2017 at Retford Town Hall.** All finalists will be expected to attend in accordance with the Terms and Conditions.

**Terms and Conditions**

1. The North Notts Business Awards, organised by North Notts Business Connections (NNBC), is free for all firms to enter. No administration fees or entry charges are payable in any category.
2. **Eligibility:** Firms and entrants who meet one or more of the following criteria are eligible to enter the North Notts Business Awards:-
3. Any local firm based within the district of Bassetlaw - that's defined as those situated within the geographical district not areas which share a Bassetlaw postal address. If you are unsure, please ask us for postcode verification of the firm's geographical eligibility.  NNBC’s confirmation is final.
4. Any local firm based in Sherwood:  for the purposes of the awards this is specifically firms based in Walesby, Thoresby, Ollerton, Edwinstowe, the latter two being the furthest points south and situated north of the A6075.  Again, to avoid any confusion; if you are unsure please ask us for verification of the firm's geographical eligibility. NNBC’s confirmation is final.
5. Any firm based outside the above geographical eligibility areas who have attended a minimum of 3 NNBC Breakfast Networking or North Notts Business Women Networking events during 2016.
6. There is no minimum or maximum number of award categories that any one organisation can enter and we actively encourage you to enter more than one category. For each award that you wish to enter, please complete the appropriate awards category entry form.
7. Entries should be in English and all entries must be electronic and completed on the North Notts Business Awards entry forms and in a **Microsoft Word** or **PDF** document only. Only entries submitted in these formats will be considered by our judges.
8. Supporting information is not permitted unless it forms part of, and is contained within, the entry document which must be submitted as a Microsoft Word document, e.g. testimonials. A maximum of 3 tables, graphs or photos may be included within the entry form. Please be aware that any website links used within your entry may not be activated by the judges.
9. An awards category may be withdrawn if an inadequate number of eligible entries are received.
10. All eligible applications are independently assessed by the independent judging panel and a short list of between three and five finalists including the winner will be selected. Where exceptional entries are received whom the judges feel deserve recognition, the judges may elect more than 3 finalists or include an entry in an additional award category.
11. In the event that a judge’s own organisation has entered a particular award, they will withdraw from the judging panel for that particular award.
12. Incomplete or ineligible entries will not be judged.
13. Exceptions to the judging process are the Public Voting Awards, namely the Best Guest Experience Award, Best Independent Retailer Award, Best Artisan Food and Drink Producer Award and Best Tourist Attraction Award. Here the finalists will consist of the three to five nominees in each category for which NNBC, or its appointed representatives or agents, receive the greatest number of votes through the specified public voting process as published on the North Notts Business Awards website [www.northnottsbusinessawards.weebly.com](http://www.northnottsbusinessawards.weebly.com) . The winner of each category will be the nominee who receives the highest number of eligible votes through the voting process. The counting of votes may be verified by an independent third party.
14. Award category sponsors may enter the awards with the exception of the category that they have sponsored.
15. Nominations by third parties for the judged award categories are not accepted with the exception of the Lifetime Achievement Award category.
16. Applicants must be authorised to enter their organisation into the awards programme.
17. All entries will be acknowledged upon receipt. Entry forms will become the property of North Notts Business Connections (NNBC) and the North Notts Business Awards and entries will not be returned.
18. Proof of sending entry (by email) is not proof of receipt by NNBC, its agents or representatives.
19. The closing date for entries for all categories is 10.00pm on **Friday,** **13th January 2017.** Entries received after this time may be rejected and votes received after this time will not be counted. Under exceptional circumstances the judges may choose to extend the entry deadline for the judged awards categories.
20. The shortlisted companies for all awards categories will be announced at the NNBC Breakfast Networking on **Wednesday, 25th January 2017 at Retford Town Hall** and to which all entrants from all categories are requested to attend. The finalist results will be published on the North Notts Business Awards website and announced to the press a number of days later.
21. Award winners will be announced at North Notts Business Awards Ceremony on **Friday, 24th March 2017 at Retford Town Hall**. Shortlisted finalists for all categories will be expected to attend the awards ceremony having purchased the appropriate awards ceremony ticket. This forms part of the Terms and Conditions of entering or accepting a nomination the North Notts Business Awards.
22. Winners will receive a commemorative award presented at the awards ceremony. The list of winners and photographs will also be published on the North Notts Business Awards website and the same will be publicised by NNBC through a variety of media. All photographs and video remain the property of NNBC and copyright of the professional photographer.
23. Applicants are responsible for making appropriate arrangements to protect any intellectual property associated with their application. Finalists and Winners may be requested to participate in pre and post event publicity.
24. Judges and NNBC reserve the right to audit any entry and verify information supplied to them. The organisers and judges reserve the right to reject an entry or withdraw an award from any applicant supplying false, inaccurate or misleading information within an entry. Any decisions made will be final.
25. The judges’ decision is final and no communication or correspondence will be entered into before, during or after the judging and may lead to an entry being rejected or award being withdrawn.
26. A judge’s feedback facility is not available as standard. However, upon receipt of a written request to NNBC, we will be very happy to provide this facility for you and we will reconvene the judges. Your written request will also need to include your confirmation and agreement that you are prepared to cover in full all costs and expenses which may be incurred by NNBC and the judges, including their time on an hourly basis at the NNBC’s and the judge’s normal chargeable commercial rates.
27. By completing and submitting an entry for the North Notts Business Awards you agree to all Terms and Conditions in full and without exception.

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