# C:\Users\dave.campbell\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\CITB_logo_full_colour_rgb.jpgBWF Trainee of the Year Award 2016

**APPLICATION FORM**

# Entry Rules

1. Trainees in all UK joinery and woodworking companies are eligible to enter
2. Those undertaking any other formal training programme or qualification (e.g. (recent) apprenticeship, A-Levels, undergraduate, graduate or a structured formal in-house training programme) are eligible for the trainee category only. Individuals on a formal apprenticeship are eligible only if their job role is not joinery specific (i/e/ bench/architectural joinery, wood machining, wood product manufacturing etc).
3. A trainee is eligible if still studying or have completed their studies within twelve months of the closing date.
4. The trainee must have been on a formal training programme i.e. (recent), apprenticeship A-Levels, undergraduate, graduate or a structured formal in-house training programme that lasts at least 12 months which is relevant to their job role, that is not joinery specific.
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 24th June 2016, 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 trainee category:**

• **Outstanding achievement** – how their efforts and contributed excellence in their job role and/or their studies

• **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 work results

# Entry Requirements

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

* A completed entry form below
* A short description of three areas of activity/work the trainee has been involved with within the company, including pictures or other supporting evidence, if appropriate
* A picture of the trainee
* 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, where an external training provider is used. If an internal training programme was undertaken, the member of staff in charge of overseeing the training programme should right this testimony.
* If submitting an internal training programme, an outline of the course structure should be submitted.
* A personal statement from the trainee 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 the prestigious Law Society, London.

The three shortlisted entries will be notified of their success at least a week in advance, and they and a guest (who must be over 18 if the apprentice or trainee is under 18) will be invited to the Annual award on 21 November 2015 free of charge. Additional tickets to the Dinner & Awards are chargeable and only £95+VAT.

# Sponsorship Information

The Trainee of the Year Award is kindly sponsored by:

# Entry form

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

Email Dave Campbell, Membership & Training Director, at: **dave.campbell@bwf.org.uk**

--OR--

BWF Award 2016, British Woodworking Federation, The Building Centre, 26 Store Street, London WC1E 7BT
(please note that images will still need to be provided in an electronic format)

Name of trainee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

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

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

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

College attended / training provider (if used):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact details of teacher / trainer / internal training co-ordinator we can contact to verify evidence:
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Checklist for entering the Trainee of the Year Award:**

* Photographs (in electronic jpeg format) and short description of up to three projects
* Photograph of trainee
* 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, where an external training provider is used. If an internal training programme was undertaken, the member of staff in charge of overseeing the training programme should right this testimony.
* If submitting an internal training programme, an outline of the course structure should be submitted.
* A personal statement from the trainee on what they have gained from their training and what winning this award would mean (no more than 150 words)

**Sponsored By:**

