

BWF Apprentice of the Year Award 2023

Entry Form

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BWF Apprentice of the Year celebrates the achievements of all apprentices within the woodworking businesses. Previous winners of the Award have really stood out from the crowd, either through fantastic feats in their work or extraordinary commitment that has added value to their place of work.

Judging Criteria

The BWF Apprentice of the Year Award will be judged against the following criteria:

Outstanding achievement – Quality of work to agreed quality targets and standards.

Safety first attitude – Applies a safety-first attitude when undertaking instructions and work.

Commitment – Demonstrates good attendance, timekeeping, attitude, and work ethic.

Adding value – A benefit to the company and use of own initiative to improve workplace processes and/or product quality.

Personal development – Benefitted from their training in terms of maturity and workmanship.

Entry Requirements

To enter, complete this Award entry form and submit with the following information:

- A short description of up to three projects or areas of work with supporting photographs, including a picture of the apprentice (in electronic jpeg format).
- A testimony/reference from the employer covering the key criteria (no more than 500 words).
- A testimony/reference from the college trainer/lecturer covering, where possible, the key judging criteria (no more than 500 words).
- A short video from the apprentice on what they have gained from their training and what winning this Award would mean to them. The video can simply be taken on a smart phone.

Entry Rules

- Individuals on a formal apprenticeship programme within a woodworking related business are eligible to enter. This could include apprentices undertaking or having achieved Architectural/Bench Joinery, Wood Machining and Wood Product Manufacturing or in other areas of the company such as business administration, finance, marketing or human resources.
- An apprentice is eligible if still studying or have completed their studies within 12 months of the entry closing date.
- There is no Award entry fee, and all shortlisted entries will receive one complimentary ticket to the annual Awards Dinner, thanks to our generous sponsors.
- There are no limits on the number of entries per company, but only one entry per person.
- Previous winners of this award cannot be submitted.
- By submitting this Award entry form you are giving the BWF permission to use images, videos and details of the entry to promote the Awards and provide examples of best practice on the BWF website and across associated PR.
- Entry forms and all accompanying documentation must be received by no later than **17.00 on Friday 1st September 2023**

Awards Presentation

The BWF Apprentice of the Year Award will be presented at the BWF Awards Dinner on the evening of Friday 24th November 2023 at The Langham, London Hotel. Shortlisted entries will be notified of their success at least one month in advance and they will receive one complimentary ticket to the Awards Dinner so they can celebrate their success and be there to accept the Award should they win the category. Additional tickets to the Awards Dinner will be available for friends and colleagues and you will be notified of how to book these.

Entry Form

Please complete and return this entry form together with your supporting evidence by email with the subject title 'BWF Awards' to **Mandy Kelly** - BWF Membership and Training Administrator - membership@bwf.org.uk

--OR--

By post to **BWF Awards, 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)

If you have any questions please don't hesitate to contact us on 020 3870 5020.

1. Individual Entry

Please enter the details of the individual you wish to nominate for this Award:

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:

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 short video from the apprentice on what they have gained from their training and what winning this Award would mean to them.

Please forward any additional documentation or photographs separately to this Award entry form. **Award entries must be received by 17:00 on Friday 1st September 2023**

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