

# BIFA Freight Service Awards 2019



## APPRENTICE OF THE YEAR AWARD

### PREPARATION OF SUBMISSIONS – GUIDELINES FOR ENTRANTS

#### How to Enter – Apprentice of the Year

- Go to [www.bifa.org/awards](http://www.bifa.org/awards) and download the BIFA Freight Service Awards 2019 ENTRY FORM – Apprentice of the Year.
- Complete your details on page one of the entry form.
- The nominating manager should complete Box 1 on the next page of this entry form stating why the Apprentice should win this award (max 750 words).
- The Apprentice should complete Box 2 detailing their impressions of the industry and their ambitions for the future (max 500 words).
- Save your completed entry form and email to [eventsoffice@bifa.org](mailto:eventsoffice@bifa.org) no later than 11am on Tuesday 8<sup>th</sup> October 2019.

#### Guidelines for Entries

Submissions will be treated in the strictest confidence by BIFA and the judging panel. An outline of the winning entry will be published as Judges' comments and may be featured in future BIFA publicity material.

#### What are the Judges looking for?

The judges are looking for entries that showcase the difference the named apprentice has made to your organisation. They will want to see hard evidence to base their decisions on and will want to see examples that showcase your apprentice's inspirational qualities, commitment to personal development and the outstanding contribution they have made to your organisation.

#### Rules

1. To enter, candidates must either be currently undertaking, or have completed in the past two years, a professionally recognised apprenticeship framework, or standard in logistics, or freight forwarding.
2. Entries can be at any apprenticeship level. If undertaking an apprenticeship, the candidate must have completed at least 8 months within the last 12 months (since February 1st 2019).