

Freight Service Awards 2024

Apprentice Of The Year Award

Preparation Of Submissions – Guidelines For Entrants

How to Enter – Apprentice of the Year

- Complete the details on page 2 of this entry form.
- The Apprentice should complete the questions on pages 3 and 4 using relevant examples from their own experience.
- The Nominating Manager should complete pages 5 and 6 in support of the Apprentice.
- **IMPORTANT:** Entries will be judged blind – Apprentice and Nominating Manager responses should not mention individual or company names.
- Save your completed entry form and email to bifaevents@bifa.org no later than 11am Wednesday 2nd October 2024.

Judging Process

- After the closing date, all entries will be reviewed at a preliminary judging meeting and a shortlist of finalists will be drawn up.
- All entrants will be contacted during October to advise the outcome of the preliminary judging.
- Shortlisted entrants will be invited to a face-to-face interview with the Judging panel.
- The face-to-face interviews may take place in London (venue to be advised) or via videocall during November 2024.
- Apprentice of the Year Finalists will be invited, as guests of BIFA, to the BIFA Freight Service Awards Ceremony Luncheon on Thursday 16th January 2025. Additional tickets may be purchased at www.bifa.org/awards.
- The winner of the Apprentice of the Year category will be announced at the BIFA Freight Service Awards 2024 Ceremony Luncheon on Thursday 16th January 2025 (or by alternative means if required owing to circumstances beyond our control).
- The decision of the judging panel is final.

Rules

1. Entrants must be employed by a BIFA (full or probationary) Trading Member.
2. Entrants must either be currently undertaking, or have completed in the past two years, a professionally recognised apprenticeship framework.
3. Entries can be at any apprenticeship level. If currently undertaking an apprenticeship, the entrant must have completed at least 6 months of the standard prior to the competition closing date.
4. 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.



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Submission Details

- Please complete this form in full.
- The completed entry must be emailed to bifaevents@bifa.org no later than 11am on Wednesday 2nd October 2024.

Apprentice Details

Apprentice Name

Apprentice Email

Nominated By

Your Name

Your Email

Company Name

BIFA Member No.

Company Address



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For the Apprentice

IMPORTANT: Entries will be judged blind – Do not mention individual or company names.

What are your main strengths? Please provide specific examples of when your strengths positively impacted your apprenticeship and the company *(maximum 200 words)*

Have you experienced any problems at work and how did you overcome them? Please provide examples *(maximum 200 words)*

Provide examples of how you have gone above and beyond for your company and / or your customers *(maximum 200 words)*



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Tell us about any additional responsibilities you have taken on beyond your job description

(maximum 200 words)

What are your future ambitions? How have you started putting your plans into action?

(maximum 200 words)



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For completion by the Nominating Manager

IMPORTANT: Entries will be judged blind – Do not mention individual or company names.

What impact has the apprentice had on your department / operation? *(maximum 200 words)*

Has the apprentice received positive feedback from the apprenticeship provider, colleagues and / or customers? Please provide details to support this *(maximum 200 words)*

What opportunities have you discussed with the apprentice for their future with your company? *(maximum 200 words)*



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Please use this space to give examples of occasions that the apprentice has gone above and beyond or taken on additional responsibilities that have shown them to be worthy of nomination for the Apprentice of the Year Award *(maximum 400 words)*

Privacy Notice (Awards Apprentice of the Year Entry Form)

This entry form allows us to register your individual nominee for the Apprentice of the Year award.

Your and the nominee information will only be shared with the awards sponsors for the purpose of competition judging and trusted suppliers as required for the purpose of delivering the BIFA Awards and will not be shared with any other organisation outside of BIFA.

For our contact details and other important privacy information please read our [**full privacy statement**](#).