



# Apprenticeship Awards

Chartered Insurance Institute

## Apprentice of the Year Award Nomination Guide

### Who should enter?

The Apprentice of the Year Award acknowledges and celebrates an apprentice's exceptional contribution to their workplace.

To enter, the apprentice nominated must have successfully completed a CII qualification as part of an apprenticeship standard or framework in the last two years (up to 31 December 2023).

The apprentice nominated must also have passed overall apprenticeship standard or framework.

Apprentice of the Year categories are:

### Personal Finance standards

- Financial Services Administrator Apprentice of the Year
- Mortgage Adviser Apprentice of the Year
- Paraplanner Apprentice of the Year
- Financial Adviser Apprentice of the Year

### General Insurance standards

- Insurance Practitioner Apprentice of the Year
- Insurance Professional Apprentice of the Year
- Senior Insurance Professional Apprentice of the Year

### How to enter

Please read these guidance notes carefully before completing the online application form. The closing date for entries is 31 May 2024.

Apply online at [insert](#).

### Help with your entry

Take a look at the guidance in this document. If you have any questions, please get in touch with the careers team at CII [aspireapprenticeships@cii.co.uk](mailto:aspireapprenticeships@cii.co.uk)

### Completing the form

Judges are looking for exemplar apprentices who effectively demonstrate the difference they have made to the organisation they work in. Make sure you give the judges hard evidence to base their decisions on. Include examples which show the apprentice's inspirational qualities, commitment to personal development and the outstanding contribution made to the workplace.

Applications can be completed and submitted by the apprentice themselves, the employer or the apprenticeship provider.

The apprentice categories require a reference note/acknowledgement:

- the employer completes this section for the apprentice who nominates themselves.
- the apprentice completes this section when the nomination comes from the provider or employer.

### Introduction

**Please tell us about the employer.  
(Max 150 words)**

Provide the judges with information about the employer's organisation including type of business/activity, size and structure.

**Please note that this section is not scored for judging or assessment purposes.**

### Question 1

**Please tell us the role the apprentice plays in the organisation.  
(Max 250 words)**

Judges want to understand what the apprentice's key duties and responsibilities are in the organisation.

A strong entry might include:

- An outline of the apprentice's role (including key duties and responsibilities) and how it fits within the organisation.
- A description of the team they operate in **and their personal contribution** to team objectives and performance.

Question 1 is worth a maximum of 5 marks.

## Question 2

**Please detail what the apprentice has accomplished through their apprenticeship and why you think these achievements are exceptional.**

**(Max 350 words)**

Judges are looking for apprentices that demonstrate exceptional personal qualities and have made significant achievements through their apprenticeship. Try to provide as much evidence as possible (such as feedback from colleagues) to substantiate your answers.

A stand-out answer might include:

- An outline of the skills they have developed since they began the apprenticeship.
- How the apprenticeship has impacted the apprentice, especially in terms of your ambitions and motivation.
- Why you believe that others can learn from their apprenticeship experiences.
- Details of their greatest personal achievements to date, and why you believe these are noteworthy.

Question 2 is worth a maximum of 10 marks.

## Question 3

**Please detail how the apprentice has contributed to the success of the organisation.**

**(Max 300 words)**

Judges are looking for apprentices that have made a tangible contribution to the success of their employer. Please provide evidence of the positive

impact they have had on the organisation. For example, details of cost savings, innovations developed, or new ways of working implemented.

A strong answer might include:

- How the apprenticeship helps their employer meet organisational objectives/goals.
- What specific skills the apprentice has developed that clearly benefit their employer.
- Tangible examples of ways in which they can demonstrate their personal impact and contribution.
- How their personal performance has benefited others in the organisation.

Question 3 is worth a maximum of 10 marks.

## Photo and Table Attachment

**Please attach a document.**

**(Max 3 A4 pages)**

You are able to attach a document to help evidence the claims made in your responses. Photographs may be included if they are relevant and help to evidence your answers.

## Reference statement for Apprentice self-nomination (completed by employer)

**Why should this person be nominated for the Apprentice of the Year Award?**

**(Max 250 words)**

The employer should consider how the apprentice has demonstrated commitment to their own personal development and progression; the benefits they bring to the organisation; any inspirational qualities and outstanding contributions. Give clear examples of achievement and attainment in learning and work.

## Supporting statement for employer led nomination (completed by apprentice)

**Why should you be nominated for the Apprentice of the Year Award?**

**(Max 250 words)**

Consider how you have demonstrated commitment to your personal development and progression; the benefits you bring to the organisation; any inspirational qualities and outstanding contributions. Give clear examples of achievement and attainment in learning and work.

Statement is worth a maximum of 5 marks.

## Biography

**Please include a short personal biography together with a photo of the apprentice. (Max 130 words)**

The biography may be used in Awards supporting materials such as press releases, on social media and if you are successfully shortlisted as a finalist, it could be referenced throughout the event.

An introduction to the biography should include: Apprentice name, age, location and employer name.

The biography should be a maximum of 100 words and should summarise the benefits that your apprenticeship has brought.

Please provide a head and shoulder shot in JPEG format. Please ensure this is a high resolution photo. JPEG as it needs to be high enough quality to print if the entry is successful.

**Please note that this section is not seen by judges or scored for judging/assessment purposes.**



# Apprenticeship Awards

Chartered Insurance Institute

## Apprenticeship Employer of the Year Award

### Nomination Guide

#### Who should enter?

The Apprenticeship Employer of the Year Award recognises employers who can demonstrate their commitment and contribution to apprenticeships, and the success that apprentices have brought to their organisation.

The categories acknowledge the different approaches taken to apprenticeships by organisations of different sizes:

- SME Employer of the Year (for organisations Up to 250 employees)
- Large Employer of the Year

To enter your chosen category, you must have employed and supported apprentice/es through successful completion of a CII apprenticeship, including a CII qualification, in the last two years (up to 31 December 2023).

#### How to enter

Please read these guidance notes carefully before completing the online application form. The closing date for entries is 31 May 2024.

Apply online at [insert](#).

#### Help with your entry

Take a look at the guidance in this document. If you have any questions, please get in touch with the careers team at CII [aspireapprenticeships@cii.co.uk](mailto:aspireapprenticeships@cii.co.uk)

#### Completing the form

Judges are looking for employers who can demonstrate their ongoing commitment, contribution and the success that apprenticeships have brought to their organisation. Make sure you give the judges hard evidence to base their decisions on.

The judges recognise that apprenticeship programmes will be able to develop more tangible and measurable success indicators as they progress and mature. Use your responses to demonstrate your achievements to date, and provide the judges with as much tangible supporting evidence as possible.

#### Introduction

**Please tell us about your organisation. (Max 150 words)**

Provide the judges with information about your organisation including size, structure.

**Please note that this section is not scored for judging or assessment purposes.**

#### Question 1

**Please explain the strategy behind your apprenticeship programme. (Max 350 words)**

Judges are looking for a clear rationale for why you introduced apprenticeships into your organisation and what your objectives were.

A stand-out answer might include:

- Why your organisation decided to invest in apprenticeships and how this investment fits into your organisation's overall strategy.
- What support your apprenticeship programme has within your organisation.
- The tangible measures your organisation uses to demonstrate the success of your apprenticeship programme and your investment in it.
- Your plans for developing and enhancing your apprenticeship programme.

Question 1 is worth a maximum of 5 marks.

#### Question 2

**Please tell us why you think the delivery of**

**your apprenticeship programme is exceptional.**  
(Max 350 words)

Explain to the judges what makes your apprenticeship programme exceptional.

A stand out answer might include:

- Why you believe the delivery of your apprenticeship programme is exceptional. Please make use of external validation/feedback if available.
- How you recruit a talented and diverse apprenticeship workforce.
- How you make your apprenticeships accessible to people from all backgrounds.
- Why you are a role model for other employers.

Question 2 is worth a maximum of 10 marks.

**Question 3**

**Please describe the benefits that apprenticeships have brought to both your organisation and individual apprentices.**  
(Max 400 words)

Judges are looking for evidence of the benefits your apprenticeship programme has brought to both your apprentices and your organisation.

A good answer might include:

- How you support your apprentices beyond the baseline requirements of the relevant apprenticeship framework e.g. training, mentoring.
- How you deliver your apprentices' off-the-job training requirement with some examples.
- Ways in which apprentices have benefited from the opportunities presented by the apprenticeship programme. Include examples and relevant quotes from apprentices.
- Evidence of progression/promotion/ retention successes.
- Tangible organisational benefits that are a direct result of your investment in apprenticeships.
- How your apprenticeship programme has

helped to meet your organisation's current and future skills needs.

Question 3 is worth a maximum of 15 marks.

**Photo and Table Attachment**

**Please attach a document.**

**(Max 3 A4 pages)**

You can attach a document to help evidence the claims made in your responses.

Photographs may be included if they are relevant and help to evidence your answers.

**Biography**

**Please include a short biography together with your logo. (Max 130 words)**

Your biography may be used in Awards supporting materials such as press releases, on social media and if you are successfully shortlisted as a finalist it could be referenced throughout the event.

An introduction to the biography should give an overview of your business including: the business type; location; the number of staff and apprentices you employ and what types of apprenticeships are offered.

The biography should be a maximum of 100 words and summarise the benefits that apprenticeships have brought to your organisation.

Please provide your company logo in full colour in JPEG or EPS format.

Please ensure this is a high resolution photo as it needs to be high enough quality to print from if your entry is successful.

**Please note that this section is not scored for judging or assessment purposes.**



# Apprenticeship Awards

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## Social Equality Apprentice Employer/Provider of the Year Award Nomination Guide

### Who should enter?

The Social Equality Apprentice Employer/Provider of the Year Award recognises employers or providers who can demonstrate their commitment in creating opportunities and support packages for disadvantaged and under-represented groups. The award is open to any sized organisation, and can be entered alongside the other employer categories.

To enter your chosen category, you must have employed and/or supported apprentice/es, including successful completion of the CII qualification, in the last two years (up to 31 December 2023).

### How to enter

Please read these guidance notes carefully before completing the online application form. The closing date for entries is 31 May 2024.

Apply online at [insert](#).

### Help with your entry

Take a look at the guidance in this document. If you have any questions, please get in touch with the careers team at CII [aspireapprenticeships@cii.co.uk](mailto:aspireapprenticeships@cii.co.uk)

### Completing the form

Judges are looking for employers and providers who can demonstrate their ongoing commitment to ensuring the apprenticeships are available to all. This category will be focussed on recruitment, on-boarding and on-programme support as well as continuous delivery.

Make sure you give the judges hard evidence to base their decisions on.

The judges recognise that apprenticeship programmes will be able to develop more tangible and measurable success indicators as they progress and mature. Use your responses to demonstrate your achievements to date, and provide the judges with as much tangible supporting evidence as possible.

### Introduction

**Please tell us about your organisation.  
(Max 150 words)**

Provide the judges with information about your organisation including size, structure.

**Please note that this section is not scored for judging or assessment purposes.**

### Question 1

**Please tell us how and why your apprenticeship recruitment strategy embraces and delivers accessibility.  
(Max 350 words)**

Judges are looking for a coherent and relevant apprenticeship recruitment strategy. They are particularly interested in the ways in which you ensure your vacancies are as accessible as possible.

A stand-out answer might include:

- How you embed social mobility into recruitment and selection strategies.
- What are your success measures for your initiative?
- What guidance do you provide colleagues who are assessing, hiring, managing apprentices?
- What support you provide during the

recruitment process for candidates.

- What changes you have made to vacancies and job listings/descriptions.
- Use of different recruitment methods for different roles.
- Any onboarding or pre-apprenticeship programmes that you use.

Question 1 is worth a maximum of 10 marks.

### **Question 2**

**Please tell us why your organisation's apprenticeship process is exceptional. (Max 400 words)**

Explain to the judges what makes your apprenticeship onboarding and on-programme support exceptional.

A robust answer might include:

- Examples of how you go 'above and beyond' to provide support for your apprenticeship workforce and its impact on retention figures.
- How you deliver your apprentices' training/off-the-job training requirement.
- The reasonable adjustments you make to the delivery of your programme based on identifying individual needs and requirements.
- What guidance and resources do you provide for line managers/coaches to ensure they can support the developmental and wellbeing needs of the apprentice?
- Indicating how you clarify and tackle barriers in development or progression.
- How you consistently and regularly talk to apprentices about requirements and available support, especially ahead of the End Point Assessment (EPA).
- How you build and communicate a clear apprentice journey and use peer buddies to support new apprentices.
- Indicate how you provide clear guidance on next steps for apprentices at the conclusion of the programme.

Question 2 is worth a maximum of 10 marks.

### **Question 3**

**Please tell us why and how your recruitment strategy has delivered tangible benefits to individual apprentices, organisation, and the wider community. (Max 400 words)**

Judges are looking for evidence of the benefits your apprenticeship recruitment has brought to both the apprentices and their organisation.

A strong answer might include:

- Ways in which apprentices have benefited from the opportunities presented due to your recruitment processes. Include examples and relevant quotes from apprentices.
- Evidence of tangible organisational benefits and impacts such as progression/promotion/retention successes.
- Engagement with charities or community groups/networks and evidence of resulting outcomes and impacts.

Question 3 is worth a maximum of 10 marks.

### **Photo and Table Attachment**

**Please attach a document.**

**(Max 3 A4 pages) Biography**

**Please include a short biography together with your logo. (Max 130 words)**

Your biography may be used in Awards supporting materials such as press releases, on social media and if you are successfully shortlisted as a finalist, it could be referenced throughout the event.

An introduction to the biography should give an overview of your business including the business type; location; the number of staff and apprentices you employ/train and what types of apprenticeships are offered.

The biography should be a maximum of 100 words and summarise the benefits that apprenticeships have brought to your organisation.

Please provide your company logo in full colour in JPEG or EPS format.

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