

**Enterprising Women**

**Apprentice of the Year 2024**

**Application Form**

**Sponsored by Futures Housing Group**

This category recognises a female apprentice who is working towards or has recently completed her apprenticeship in the past 12 months. This award is an acknowledgement of an apprentice’s commitment and ability to make a difference within the organisation they work in.

Thank you for your interest in applying for the East Midlands Chamber (Derbyshire, Nottinghamshire, Leicestershire) Enterprising Women Apprentice of the Year award 2024. These awards celebrate and showcase the successes of women in business that have taken place in the East Midlands business community over the past year.

To support a valid entry, before completing this application please carefully read the accompanying guidelines for applying.

*Please note: Applications have a strict 2,000 word limit. This document currently contains 742 words which consists of instructions and questions. Therefore, the total word count of this entire document once completed must be no more than 2742 words.*

A maximum of 2 attachments (e.g., tables, graphs or photos) may be included with the entry form. These attachments must be image files (jpg, gif, png or tif) and must not exceed 5MB in total. Any attachments that exceed the permitted allowance or exceed the permitted file size will be deleted.

Please save your completed form as a word document using the format yourcompany\_awardcategory.doc (Example: East Midlands Chamber\_Employer of the Year.doc) and email to events@emc-dnl.co.uk. The closing date is **Friday 10 May 2024 at 5pm.** The Chamber and Enterprising Women team looks forward to receiving your entry and wishes you the best of luck.

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| TOTAL WORD COUNT |   |   |

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| --- | --- |
| Contact name |   |
| Name of Apprentice |   |
| Age of Apprentice |   |
| Company name |   |
| Company Address |   |
| Email address |   |
| Web site address |   |
| Telephone number |   |
| Twitter Account  |   |
| Business sector |   |
| Nature of business |   |
| Main product/service |   |
| Number of employees |   |
| Chamber Membership Number  |   |
| Training Provider of Apprenticeship |   |
| Title of Apprenticeship (Framework/Standard) |   |
| Level of Apprenticeship |   |

1. Please describe the unique skills or methods that the entrant has brought to the business including: idea generation, relationship building and working style. *To be answered by employer*

You should cover:

* The nature of your business, along with products and services.
* The market in which your business operates.
* The ways in which you feel the entrant has brought something different to the business
* Details of any outcomes that have been implemented as a direct result of the entrant’s contribution
* How the entrant uses their own initiative to deliver results
* The impact the apprentice has made on your organisation both as an individual and on business improvement

**PLEASE NOTE:** This description in question 1 will be used as an overview and will be provided for use in marketing activity surround the Enterprising Women Awards, such as event programmes and finalist videos. Please make sure you are happy with the content when submitting the entry as the Chamber will not be responsible for correcting errors.

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| (Please answer in no more than 250 words.)            |

2. Please list your achievements since starting your current role and the challenges you have overcome to attain these successful results. *To be answered by the apprentice*

You should cover:

* Your achievements
* The challenges that have been overcome
* The progress that you (the entrant) have made during your framework, along with any qualifications achieved
* The opportunities your apprenticeship has brought to you as an individual, and to your future development

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| (Please answer in no more than 600 words.)           |

3. What are the entrant’s objectives for the next year in relation to the business and how will these be achieved? *To be answered by the employer*

You should cover:

* Entrant’s objectives for the next year
* How these are related to the business objectives
* How these objectives will be achieved
* The affect that meeting these objectives will have on the business and the individual

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| (Please answer in no more than 400 words)            |

4. Please describe a time when you have worked as part of a team to achieve a successful result? *To be answered by the apprentice*

You should provide details of:

* The task that the team was set
* The role that you/the entrant played within the team
* The results of the teamwork

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| (Please answer in no more than 600 words.)          |

5. In 150 words please describe why you think you should win the Enterprising Women Apprentice of the Year award? *To be answered by the apprentice*

You should consider:

* The potential to become a significant contributor to the organisation and/ or the wider business community.

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