**THE STEVE BURNE APPRENTICE OF THE YEAR 2023 AWARD NOMINATION FORM**

**INTRODUCTION**

This is the ninth Apprentice of the Year Award run by Greater Manchester Chamber and named in 2018 in memory of Steve Burne, our former Vice-President and Chairman of the Property & Construction Group. We invite nominations for any current construction apprentice (technical or trade based) in the Greater Manchester area (they must be working towards a full apprenticeship framework or standard). This prestigious award will be presented at the Property & Construction Annual Dinner taking place on Thursday 29 February 2024 at Imperial War Museum, Trafford 7.00pm - 11.15pm.

The winner will receive The Steve Burne Apprentice of the Year Award and a cash prize (a share of £1,000 with 2 x Finalists). All shortlisted candidates and their nominators will be invited to and must attend the Property & Construction Annual Dinner, so please keep the day free.

Please email completed forms to: clare.clark@gmchamber.co.uk

**SUBMISSION CRITERIA**

Nominees for the Apprentice of the Year Award should demonstrate strengths in all the areas outlined on this proposal. This nomination form should be completed by the individual’s line manager, with feedback from the mentor/training provider. Forms will be reviewed by our expert judging panel and individually scored.

Key dates are:

Wednesday 24th January 2024 – Closing date for nomination forms

Week Commencing 29th January 2024 - Judges meet to review candidates and finalise shortlist

Friday 2nd February 2024 – Shortlisted Finalist Apprentices and line managers informed

Thursday 29th February 2024- Winner announced at the Property & Construction Annual Dinner

**INTRODUCTION**

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| Apprentice’s Name |  |
| Apprenticeship Framework Title |  |
| Training Provider |  |
| Apprenticeship Start Date |  |
| Company |  |
| Nominated by |  |
| Apprentice’s Email: |  |
| Apprentice’s Telephone: |  |
| Nominator’s Email: |  |
| Nominator’s Telephone: |  |

Why have you nominated this person for the Apprentice of the Year? What has the impact been on them as a person? Has their confidence improved and are they using the opportunity to best advantage?

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MAX 350 WORDS

**TEAM WORK**

How has your apprentice integrated into your team? What has been their contribution, and do they make a positive contribution to the wider team? Do they have an understanding of the different packages on site?

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MAX 350 WORDS

**MOTIVATION & DRIVE**

How is your apprentice progressing with their technical training? Are they proactive when it comes to gathering NVQ evidence and asking questions? Are they punctual with good attendance? Do they make themselves busy in quiet moments?

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MAX 350 WORDS

**GOING ABOVE & BEYOND**

What sets this apprentice out from the others? Have they overcome personal difficulty to succeed in this role? Do they volunteer to do additional work with the community? Do they simply excel technically and make a positive contribution to the team?

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MAX 350 WORDS

**ADDITIONAL INFORMATION**

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**PLEASE SUBMIT YOUR APPLICATION ALONG WITH ANY SUPPLEMENTARY INFORMATION YOU WISH TO INCLUDE:**

**2 X PHOTOGRAPHS OF THE APPRENTICE:**

* **HEADSHOT**
* **WORKING SHOTS IF POSSIBLE**

**Email to:** [**clare.clark@gmchamber.co.uk**](mailto:clare.clark@gmchamber.co.uk)