

BIFA Freight Service Awards 2021



APPRENTICE OF THE YEAR AWARD

PREPARATION OF SUBMISSIONS – GUIDELINES FOR ENTRANTS

How to Enter – Apprentice of the Year

- Go to www.bifa.org/awards and download the BIFA Freight Service Awards 2021 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 no later than 11am Thursday 7th October 2021.

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. 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 8 months within the 12 months 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.

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 video call during November 2021.
- Apprentice of the Year Finalists will be invited, as guests of BIFA, to the BIFA Freight Service Awards Ceremony luncheon on Thursday 20th January 2022. 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 2021 Ceremony Luncheon on Thursday 20th January 2022 (or by alternative means if required owing to circumstances beyond our control).
- The decision of the judging panel is final.