

Kent Apprenticeship Awards Nomination Entry Criteria

To be eligible for nomination, all entries must meet the following criteria:

- The nominee must be undertaking an apprenticeship or have completed an apprenticeship within the last 12 months at the time of nomination.
- The apprenticeship must be on a recognised and funded programme delivered by an approved training provider.
- The nominee must live and/or work in Kent.
- The apprenticeship must align with the category being entered.
- Nominations must relate to achievement within the last 12 months.
- All information submitted must be accurate and verifiable.

Additional conditions

- Self-nominations are permitted
- Previous winners may not be nominated in the same category within 12 months of winning
- Incomplete or ineligible nominations will **not** be considered.

Section 1: Who can nominate

Nominations for the Kent Apprenticeship Awards may be submitted by the following individuals or organisations:

- Employers
- Line managers or supervisors
- Apprenticeship mentors or coaches
- Training providers
- Colleagues or team members
- Apprentices (self-nominations)

Nominators should have **direct knowledge of the nominee's apprenticeship, performance and achievements** and be able to provide clear examples to support the nomination.

All nominations must be submitted with the consent of the nominee. The awards organisers reserve the right to request verification or additional information where required.

Section 2: Assessment criteria

Nominations will be assessed by a judging panel against the following criteria. Nominators should address **all areas** and provide clear, evidence-based examples where possible.

- 1. Commitment and engagement**
 - Demonstrates commitment in their apprenticeship and role
 - Actively engages with learning, training and development opportunities
 - Shows professionalism, reliability and a positive attitude
- 2. Skills development and performance**
 - Evidence of new skills, knowledge or competencies gained through the apprenticeship
 - Application of learning in the workplace
 - Consistently high standards of work or clear improvement over time
- 3. Achievement and impact**
 - Clear examples of achievement or contribution beyond day-to-day expectations



- Positive impact on the organisation, team, customers or service being given
- Evidence of initiative, problem-solving or innovation

4. Overcoming challenges

- Demonstrates ambition and commitment to ongoing development
- Clear career aspirations or progression achieved as a result of the apprenticeship
- Evidence of long-term value to the organisation or sector

Section 3: Supporting evidence

Nominations should be supported by **clear and specific evidence** to demonstrate how the nominee meets the assessment criteria.

Where possible, nominators are encouraged to include:

- Specific examples of achievement or contributions
- Measurable outcomes (performance improvements, efficiencies, progressions, customer feedback)
- Evidence of impact on the organisation, team, customers, wider community
- Feedback or testimonials from employers, colleagues, mentors or training providers (optional)

General statements without supporting evidence may score lower during the judging process.

All information provided must be accurate and may be subject to verification.

Section 4: Submission guidelines

To ensure fair and consistent judging, all nominators must adhere to the following guidelines:

- Nominations must be submitted via the **official Kent Apprenticeship Awards nomination form on the website: www.ka-awards.co.uk**
- Each nomination must address all assessment criteria outlined in section 5
- The minimum word count is 200 per nomination
- Supporting documents or evidence are permitted
- Nominations must be submitted by Friday 20th March
- Late, incomplete or non-compliant submission will not be considered

Nominators are advised to review all sections carefully before submission to ensure their entry is complete and meets the eligibility and assessment requirements.

Section 5: Scoring framework

This rubric uses a 0-5 scale for each criterion, with clear descriptions so judges can score nominations confidently and consistently. The judging process can be found in section 6.

Scoring scale - *this applies to all categories*

Score	Descriptor	Meaning
5 - Outstanding	Exceptional evidence	Far exceeds expectations; compelling, clear and measurable impact; exemplary and well-articulated narrative.
4 - Strong	Very good evidence	Clear, well-evidenced examples demonstrating performance against the expected standard.
3 - Good	Solid evidence	Meets expectations with relevant evidence examples, though

		impact or consistency may be limited.
2 - Limited	Weak evidence	Some relevant points included but lacks depth, clarity or supporting evidence.
1 - Minimal	Very weak evidence	Vague, generic, or largely unsupported claims.
0 - Not evidenced	No evidence	Criterion not addressed or no relevant information provided.

Apprentice of the Year - Early Career - Total score /25

Criteria	Description	Score
Commitment & attitude	Demonstrates enthusiasm, reliability and a positive approach to learning and work. Shows professionalism and willingness to develop.	0-5
Skills development & progress	Evidence of learning, improvement and growing confidence since starting the apprenticeship. Applies new skills in the workplace.	0-5
Impact in the workplace	Makes a positive contribution to their team or organisation, showing initiative and potential at an early career stage.	0-5
Commitment to apprenticeship & career goals	Demonstrates motivation, engagement with training and an interest in future career development.	0-5
Overcoming challenges / personal achievement	Shows resilience, adaptability or personal growth including challenges overcome or key milestones achieved.	0-5

Apprentice of the Year - Career Progression - Total score /25

Criteria	Description	Score
Career progression & transformation	Clear evidence of a significant career step, such as changing direction, returning to learning, or upskilling within an existing profession.	0-5
Commitment to learning & development	Demonstrates strong engagement with their apprenticeship and a commitment to lifelong learning and personal development.	0-5
Skills growth & application	Shows meaningful development of new or enhanced skills and the ability to apply learning effectively within the workplace.	0-5
Determination & adaptability	Evidence of resilience, adaptability and determination in managing change, balancing commitment, or overcoming challenges.	0-5
Impact on career & organisation	Demonstrates positive impact on their role, career prospect or organisation as a result of their progression and leaning	0-5

Resilience and Personal Achievement Award - Total score /25

Criteria	Description	Score
Resilience & determination	Demonstrates strength, perseverance and determination when facing personal, professional or educational challenges.	0-5
Overcoming barriers	Evidence of significant obstacles overcome, such as personal circumstances, learning barriers or workplace challenges.	0-5
Personal growth & achievement	Shows clear personal development, confidence growth or achievement as a result of their apprenticeship journey,	0-5
Commitment to learning & progress	Demonstrates continued engagement with learning, training and self-improvement despite challenges faced.	0-5
Positive attitude & inspiration to others	Displays a positive mindset and serves as an inspiration to peers, colleagues or others through their journey.	0-5

Mentor / Manager of the Year- Total score /25

Criteria	Description	Score
Commitment to supporting apprentices	Demonstrates consistent dedication to mentoring, supporting and developing apprentices within the workplace.	0-5
Quality of mentorship & guidance	Provides effective guidance, feedback and encouragement that supports apprentices learning, confidence and progression.	0-5
Impact of apprentice success	Evidence of positive outcomes for apprentices, such as improved performance, confidence, retention or progression.	0-5
Creating a supportive learning environment	Fosters an inclusive, supportive and positive environment where apprentices feel valued and able to succeed.	0-5
Advocacy for apprenticeship	Actively promotes apprenticeships within the organisation and demonstrates a commitment to developing future talent.	0-5

Employer of the Year - Total score /25

Criteria	Description	Score
Commitment to apprenticeships	Demonstrates a clear and ongoing commitment to apprenticeships as part of workforce development and future skills planning.	0-5

Quality of apprentice experience	Provides a positive, supportive and inclusive experience for apprentices from recruitment to progression.	0-5
Support, training & development	Offers high-quality training, mentoring and development opportunities that enable apprenticeships to succeed.	0-5
Impact & outcomes	Evidence of positive outcomes such as apprentice achievement, progression, retention or long-term employment.	0-5
Innovation & best practice	Demonstrates innovation, creativity or best practice in the delivery, support or promotion of apprenticeships.	0-5

Section 6: Judging process overview

All nominations go through the following stages:

Stage 1 - Independent scoring

Each judge independently reviews all scores and entries using the published scoring criteria.

Stage 2 - Panel moderation

Judges come together to discuss scores, review evidence and resolve any significant scoring differences.

Stage 3 - Final ranking

Entries are ranked based on the agreed, moderated scores.

Stage 4 - Feedback preparation

Judges prepare constructive, evidence-based feedback to support entrants' development.

All nominations are judged on the evidence provided and assessed equally, regardless of apprenticeship level, background, organisation size or sector.