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**OAL Awards Application Form**

Once you have completed the offline entry form, please send to our marketing team at [**z.wilde@oawards.co.uk**](mailto:z.wilde@oawards.co.uk)

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| --- | --- | --- | --- | --- | --- | --- |
| **Details of Person Completing the Form** | | | | | | |
| **Name:** |  | | | | **Job Title** |  |
| **Date:** |  | | **Email address:** |  | | |
| **Phone Number:** |  | | | | **Organisation:** |  |
| **Please highlight the award being nominated for:**   * Learner of the Year (non-apprentice) * Apprentice of the Year Level 2 * Apprentice of the Year Level 3 * Apprentice of the Year Level 4 and above * Employer of the year – large * Employer of the year – SME * Training Provider of the year – large * Training Provider of the year - SME * Equality and Diversity Champion * Trainer/Assessor/Mentor of the year | | | | | | |
| **Details of Nominee** | | | | | | |
| **Apprentice/Learner Name** (if applicable)**:** | | *Only complete if applying for Apprentice or Learner of the Year* | | | | |
| **Name and Level** of Apprenticeship/Qualification: | |  | | | | |
| Name of Employer: | | *Please include contact details for the Employer, including key contact name* | | | | |
| Name of Training Provider: | | *Please include contact details for the Provider, including key contact name* | | | | |
| Job role of Apprentice/Learner: | |  | | | | |
| **Equality and Diversity Champion Nominee:** | | *This can be an individual, an employer or provider* | | | | |
| **Contact Details for E and D Champion** | | *Contact Name, Company Name, Email address, Phone Number* | | | | |
| **Job Role of E and D Champion** | |  | | | | |
| **Trainer/Assessor/Mentor Name** (if applicable)**:** | | *Only complete this section if applying for Trainer/Assessor/Mentor of the Year* | | | | |
| Name of Apprenticeship/Qualification they are supporting/delivering: | |  | | | | |
| Name of Employer: | | *Please include contact details for the Employer, including key contact name* | | | | |
| Name of Training Provider: | | *Please include contact details for the Provider, including key contact name* | | | | |
| Job role of Trainer/Assessor/Mentor: | |  | | | | |
| **Training Provider/College Contact details:** | | *Only complete this section if applying for one of the Training Provider of the Year Categories* | | | | |
| **Size of Training Provider/College:** | | *Large or SME* | | | | |
| **Employer Contact details:** | | *Only complete this section if applying for one of the Employer of the Year Categories* | | | | |
| **Size of Employer:** | | *Large or SME* | | | | |
| **Please give a brief overview of the Individual** (Apprentice/Learner/Trainer/Assessor/Mentor/Equality and Diversity Champion)  **or Organisation** (employer or provider) **you are nominating:**  (No more than 300 words) | | | | | | |
| **Please give the reasons why this individual/organisation is being nominated for this award**. (e.g. what have they achieved, what has been exceptional, what personal or organisational objectives have been met/benefits to them personally or the employer/provider)? Why you believe the delivery of your apprenticeship/learning programme/person is exceptional.  (No more than 300 words) | | | | | | |
| **How have they overcome any difficulties/challenges whilst on programme?**  **What challenges have been faced in the past year and how were they overcome?** (e.g. impact, results, contribution, why are they a role model for others)?  (No more than 300 words) | | | | | | |
| **What difference has the individual/organisation made?**  (No more than 300 words) | | | | | | |
| **What are the reasons this person/organisation should be given this award?**  (e.g. Evidence of progression/promotion/retention successes, difference made to others, best practice)?  (No more than 300 words) | | | | | | |

**Please note:**

OAL cannot accept any responsibility for loss or damage of any entry. All entry forms will be acknowledged. All entries will be treated in the strictest confidence. The judges’ decisions will be final, and no correspondence or discussion will be entered into regarding the selection of the winners.

Entries will only be accepted when submitted via the online entry portal or by completion of this offline document.

Entries need to be submitted no later than **5.00pm on Friday 2nd June**

Entries cannot be amended after the entry deadline has passed.

Please send your completed offline entry form to our marketing team at [**z.wilde@oawards.co.uk**](mailto:z.wilde@oawards.co.uk)

**Use of your personal information**

The personal information you submit in your application will be used by OAL to process and communicate with you about your application.

Your information will be shared as part of our promotion of the awards and after the event in applying for an award you agree to this information being used by OAL in marketing activity.

Information in your application, including your personal information may be shared with our creative or marketing departments working on behalf of OAL for publicity purposes relating to the promotion of our awards, apprenticeships and qualifications as part of the Awards process. Commercially sensitive information will not be shared publicly.