

## APPRENTICESHIP & TRAINEE AWARDS 2025

### Grading Criteria Notes and Additional Guidance

This supplement provides guidance on how the judgement of each nominee is made by the employer-led judging panel. The guidance notes provide a definition of each criteria listed within the nomination form and the hierarchy of attributes that determines the grading criteria. The comments from both the training provider and from the employer within the nomination form will be collated and presented to the judging panel who can determine the academic and work development attributes of each nominee.

Employers and training providers should study the criteria to ensure that their comments fall within the relevant areas of the criteria so that the skills, achievements and attributes of the nominee are documented - allowing them to be recognised accordingly against their peers. Where not fully recorded, the judges are unable to accurately assess the nominee's abilities, potentially depriving them of being properly recognised for their achievements.

Criteria	Explanations for Training Providers	Explanations for Employers
Academic planning and application	Plans and executes course work, assignments and projects so that they are completed well within given timescales, with prioritisation of work activities meaning no delays occurred.	n/a
Attitudes to health & safety and efficiency	Contributes to and encourages others to follow safety procedures as well as identifying and reporting safety issues	Is aware of the importance of following procedures. Acts in accordance with H & S requirements. Constantly evaluates the operation for hazards. Takes personal appropriate actions. Follows safe systems of work and avoids taking short cuts that may increase risks, whilst recognises working timescales
Project and Examination results	Consistent and high achievement grades, both sought and attained and demonstrates high level of academic and practical abilities.	n/a
Practical ability	Able to plan, execute and complete a wide range of practical tasks and which exceeds the scope of the required learning and role.	Able to effectively carry out a wide range of given activities well within their expected capabilities, including complex tasks or issues which places the trainee outside of their comfort zone.
Motivation and commitment	Carries out given tasks, overcoming expected and unexpected problems and performs on given academic activities and assignments through to completion.	Undertakes given tasks and completes or aims to complete a wide range of tasks, taking responsibility for their delivery and completion against given requirements and expectations with no concerns or objections made. Works well with others to complete tasks.

Criteria	Explanations for Training Providers	Explanations for Employers
Initiative and resourcefulness	Seeks ways of carrying out given academic activities which demonstrates efficiency and resourcefulness.	Demonstrates understanding of the task or work programme and applies inventiveness and ingenuity to complete tasks, improve efficiency and overcome expected and unexpected issues.
Enthusiasm	Willingly undertakes all tasks and activities with no protests, objections or reluctances.	No tasks 'too much trouble' and seeks out new opportunities to undertake more challenging and wider-ranging tasks. Maintains a positive outlook.
Inspiration to others	Co-operative, supportive and both accommodates those needing assistance and provides help for the learning of others.	Performs well above the role and presents a positive image of themselves to their employer, colleagues and customers. Acts as a role model to others and works in harmony with others, inc. customers etc.
Ambition, drive and determination for results	Applies themselves effectively to all given assignments and course work, are hardworking and industrious and are attentive to the requirements and needs of the tasks.	Sets about tasks with a willingness to complete tasks effectively and efficiently, striving to succeed and do better, demonstrating a can-do attitude. Recognises and acts on improving relationships with customers etc.
Discipline, diligence and punctuality	Attends given activities with ample time so that they are prepared and ready to undertake given academic activities.	Is available at the required place and in plenty of time for on-site and/or off-site/office tasks. Undertakes ample preparation and is conscientious in ensuring all tasks/activities are completed to the required standard within the given time.
Staff/other students Relationships	Fosters and maintains harmonious relationships with staff and other students; is friendly, cordial and above all, helpful to all those they deal with during their academic learning.	n/a
Planning of work	n/a	Identifies, co-ordinates and arranges work schedules, resources and activities to efficiently and safely carry out the work that meets and exceeds customers and organisational needs.
Potential/for progression	n/a	Inquisitive about other aspects of the organisation. Seeks challenging, additional and/or alternative work. Expresses desires to succeed within the organisation and sector. Carries out tasks above and beyond the role. Takes the lead on aspects of a work programme.
Working relationships	n/a	Integrates with and ensures they become an effective team player with elements of leadership for which respect is gained amongst work colleagues, managers and customers.

## A Message from the Stars Judges to all Employers, Training Providers and Nominees

Thank you for your interest in the Stars of the Future. The following is a few strong words of advice and guidance from us, the judges about the nomination:

### What We're Looking For

The Stars of the Future is about us, the Judges, finding industry's future leaders by identifying those that show ambition, progression, going the extra mile, furthers their industry and shows leadership qualities as well as being competent in their occupation.

Each year, the quality of entries is very high, but some entries still do sadly lack sufficient content and naturally, we can only judge on the material that you provide to us. **We state this every year** as frustratingly for us, some entries are sadly not comprehensive enough compared to others - even though our instincts suggests that there is so much more about the nominee that we haven't been told about.

Many of the nominations are now very professionally constructed with, we've noted, the full backing of the employer's marketing or HR department supporting the application - which is extremely encouraging and welcomed for any entry. But we do strive however to ensure parity when there is less noticeable support by either the employer or provider for a nomination but again, we cannot stress enough **that we can only judge on what we're provided with** by the employer, training provider and nominee. Therefore, based on past successful entries, may we suggest that everyone fully considers the following for each entry:

### To the employers and training providers:

- Please really tell us in the relevant sections about your nominee - including why you're nominating them, what makes them special, how have they contributed to your business or training course, what attributes have they shown to be recognised as a future leader, where they've gone above and beyond normal duties and any hardships they may have encountered on their training journey;
- Get testimonials from senior staff and/or co-workers, mentors, other students etc;
- Get testimonials from your customers on what your nominee has done, including their attitudes, behaviours, integration, leadership, where they've gone the extra mile etc;
- Remember - we are not judging who is the best mechanic/technician/operator/controller/installer etc. What we're really looking for is the industry's future leaders, so make sure those aspects of the nomination really stand out;
- Tell us if they are involved in other leadership-type activities or if they contribute to their community or workplace-based events in any way.

### To the nominees

**Seriously consider submitting a video entry of yourself**, no matter how basic, explaining about you and your apprenticeship journey, what motivates you and where you want to be and why. It's easy to do and makes a real difference to us, the judges, seeing it come from the real you!

**Important: For editing purposes please do not submit a video that has sub-titles.**

We recognise that comprehensive entries take a lot of time to devise and strongly urge you to start early and use the given time accordingly. We look forward to your successful nomination.