**Introduction**

The Stars of the Future awards are intended to recognise and reward outstanding apprentices who not only bring ability and commitment to their learning and their work, but also possess those extra capabilities which mark them out as potentially being its future leaders - the Stars of the Future.

This form has been designed to allow both the training provider and employer to provide an account of their apprentice’s or trainee’s skills and attributes during the training period. It will be used by the industry judges to identify and reward the most suitable apprentice or trainee for the various awards being made by the sector through the CPA Stars of the Future initiative. There is also a section for the nominee to provide an account of themselves.

There are the following apprentice and trainee categories for the Stars of the Future, each with its own distinctive award:

**Plant Mechanic (Level 2) Plant Technician (Level 3)**

**Lifting Technician Plant Operative and Young Plant Operative**

**Hire Controller Plant Installer**

**Technical Support** *(new for 2025)*

**Eligibility criteria for all applications**

Applicants need to be:

* Employed and working on one of the listed occupations or roles at the appropriate level;
* On a recognised apprenticeship or a formal training programme of at least 12 months duration for the occupation; or
* Working towards or hold a relevant NVQ, SVQ or other form of formal occupational competence-based or professional-based qualifications;
* On a formal training programme with an appropriate length of off-the-job training.

**Additional eligibility criteria**

For specific occupations, applicants need to be:

***Plant Mechanic Level 2***

* On a recognised apprenticeship or a formal training programme of at least 24 months duration.

***Lifting Technician***

* On a recognised apprenticeship or formal training programme of at least 18 months duration for the occupation;
* Operating either a tower, crawler or mobile (wheeled) crane which forms a major element of the apprenticeship or training programme, supplemented by slinging and signalling activities.

***Plant Operative and Young Plant Operative***

* Operating at least two types of ride-on construction plant\* which forms a major element of the apprenticeship or training programme.

*\* Note 1: – Excludes mobile, crawler or tower crane operations as this is covered by the Lifting Technician Award*

***Plant Installer***

* None additional.

*\* Note: –The installer role is dedicated to that activity and typical plant requiring installation activities may include tower cranes, crawler cranes, mobile cranes, hoists, tunnelling equipment, material processing equipment, or the fitting of specialised accessories and equipment. This category excludes predominately maintenance duties which would normally be undertaken by the plant mechanic or technician roles.*

***Technical Support***

* Requires the attainment of relevant formal externally-assessed qualifications;
* A Technical Support role is defined as one that has a plant technical focus and be in support other plant-focussed operations of the business such as:
* *maintenance activities*
* *data handling and supply*
* *hiring activities*
* *sales and marketing activities*
* *parts and/or resources/equipment supply*
* *machine/equipment systems programming/maintenance*
* *site operational planning*
* *supporting external customers.*

***Note:*** *With a wide range of potential supporting occupations, the CPA Stars Selection Panel will ultimately decide whether the nomination meets their criteria of a Technical Support role.* ***To ensure parity with the other Stars categories, nominations cannot be accepted for what would be considered general administrative or management functions.***

**Employer Awards**

***Apprentice Mentors***

* This category is being offered for those who formally mentor trainees and apprenticeships during their learning period. The eligibility criteria and dedicated application form can be downloaded at <https://www.cpa.uk.net/skills-training/stars-of-the-future/stars-nomination-forms> *(please do not use this form)*

**Form Completion**

The nomination form is divided into 3 sections:

|  |  |
| --- | --- |
| * Employer Nomination and Grading
 | * Training Provider Nomination and Grading
 |
| * Nominee Statement Section
 |  |

**Note: Either the employer or training provider may nominate an apprentice or trainee, but both the employer and training provider sections of the forms must have been received by the CPA by the closing date of 21 March 2025 to be eligible for judging. A video by the nominee is invaluable in helping the judges determine the right Star of the Future.** **Please encourage and/or assist the nominee in making a personal video.**

Please note that the judges have no prior knowledge of the nominee and can only measure the nominee’s abilities and character through the information provided by all parts of this section.

To accurately and evenly measure each nominee means that the judges seek sufficient and equal information on each nominee. A grading and supporting information process has been added to help the judges in their quest to ensure that the right persons are recognised for their achievements and hard work.

To help training providers and employers in determining the right grading, a set of guidance notes that provides a definition of each criteria and the attributes that determines the grading criteria has been devised - **Grading Criteria Notes and Additional Guidance** and can be downloaded from: [**https://www.cpa.uk.net/skills-training/stars-of-the-future/stars-nomination-forms**](https://www.cpa.uk.net/skills-training/stars-of-the-future/stars-nomination-forms)

**Note 1: *For the Plant Mechanic and Plant Technician categories, we need the nominee’s home address to place them within the relevant region.***

**Note 2: *For the Plant Operative category, we need the nominee’s age on 21 March 2025.*** *The CPA Judging Panel will place, depending on age, each plant operative into the standard or young category.*

***Note 3: For the Technical Support category, Annex A of this form requires completion to ascertain the role title and functions of the particular role.***

**All sections of this form need to be completed and returned to the CPA by 21 March 2025.**

**Employer Grading Section**

|  |
| --- |
| **Apprentice/Trainee** |
| Name: Age at 21/03/2025:  |
| Home Address: |
| Training Provider:  |
| **Employer Details** |
| Name:  |
| Address:  |
|  |
| Date of Apprentices/Trainees Employment:  |
|  |

**Category Nomination:**

|  |  |  |  |
| --- | --- | --- | --- |
| Plant Mechanic (Level 2)  |  | Plant Technician (Level 3) |  |
| Lifting Technician  |  | Plant Operative & Young Plant Operative |  |
| Hire Controller  |  | Plant Installer |  |
| Technical Support |  |  |  |

**Details of Apprenticeship or Training programme** *(please ✓ one)*

|  |  |  |  |
| --- | --- | --- | --- |
| Formal Apprenticeship  |  | In-company Apprenticeship |  |
| Formal training programme  |  | Other |  |

**Programme details:**

*(for the* ***Technical Support*** *category, please further complete Annex A located at the end of this form)*

Date of programme commencement:

Date of programme completion *(actual or envisaged)*

**Rating Criteria**

**Please refer to the accompanying Grading Criteria Notes and Additional Guidance**

*To determine the strengths of the nominee, employers are asked to rate each item against the following criteria: 1 = good, 2 = strong, 3 = exemplary*

All categories (excepting Apprentice Mentor), please provide both a rating and short supporting narrative for all criteria.

|  |  |  |
| --- | --- | --- |
| Criteria | Supporting Statement | Rating |
| Practical abilities |  |  |
| Attitudes to health & safety and efficiency |  |  |
| Motivation and commitment |  |  |
| Initiative and resourcefulness |  |  |
| Enthusiasm |  |  |
| Inspiration |  |  |
| Ambition, drive & determination |  |  |
| Planning of work  |  |  |
| Discipline, diligence and punctuality |  |  |
| Potential/for progression |  |  |
| Working relationships |  |  |

**Employer’s Summary**

Please provide an overall summary of the apprentice that provides additional supporting information to the judges.

|  |
| --- |
| Employer’s comments: *(max 400 words)* |
|  |
| Nominated by:  |
| Contact phone No: Contact email address:  |

***IMPORTANT:*** *A supporting statement must accompany each criteria so that the judges can determine a parity of marking between employer and training provider. Without a supporting statement means that the judges cannot take that particular criteria into account, potentially penalising the nominee.*

**Completion and Returning Requirements**

This form has been designed to be completed electronically. The completed form can be returned electronically to stars@cpa.uk.net

**All sections of this form need to be completed and returned to the CPA by 21 March 2025**

Written versions may be scanned and returned electronically, or posted to:

FAO Rob Squires

CPA

27/28 Newbury Street

Barbican

London

EC1A 7HU

For help in completing this form, please contact Rob Squires at rob@cpa.uk.net **Training Provider Grading Section**

|  |
| --- |
| **Apprentice/Trainee** |
| Name: Age at 21/03/2025: |
| Employer:  |
| **Training Provider Details** |
| Name:  |
| Address:  |
| Contact name: |

**Category Nomination:**

|  |  |  |  |
| --- | --- | --- | --- |
| Plant Mechanic (Level 2)  |  | Plant Technician (Level 3) |  |
| Lifting Technician  |  | Plant Operative & Young Plant Operative |  |
| Hire Controller  |  | Plant Installer |  |
| Technical Support |  |  |  |

**Details of Apprenticeship or Training programme** *(please ✓ one)*

|  |  |  |  |
| --- | --- | --- | --- |
| Formal Apprenticeship  |  | In-company Apprenticeship |  |
| Formal training programme  |  | Other |  |
| **Programme details:** |
| Date of programme commencement: |
| Date of programme completion *(actual or envisaged)* |

**Rating Criteria**

**Please refer to the accompanying Grading Criteria Notes and Additional Guidance**

*To determine the strengths of the nominee, employers are asked to rate each item against the following criteria: 1 = good, 2 = strong, 3 = exemplary*

Please provide both a rating and short supporting narrative for all criteria.

|  |  |  |
| --- | --- | --- |
| Criteria | Supporting Statement | Rating |
| Academic planning and application |  |  |
| Assessment *(training)* results |  |  |
| Practical ability |  |  |
| Motivation and commitment |  |  |
| Initiative and resourcefulness |  |  |
| Enthusiasm |  |  |
| Inspiration to others |  |  |
| Ambition, drive and determination for results |  |  |
| Diligence and punctuality |  |  |
| Staff/other students Relationships |  |  |

**Training Provider Summary**

Please provide an overall summary of the apprentice that provides additional supporting information to the judges.

|  |
| --- |
| Lecturer/Trainer’s comments *(max 400 words)* |
|  |
| Written by:  |
| Contact phone No: Contact email address:  |

***IMPORTANT:*** *A supporting statement must accompany each criteria so that the judges can determine a parity of marking between employer and training provider. Without a supporting statement means that the judges cannot take that particular criteria into account, potentially penalising the nominee.*

**Completion and Returning Requirements**

This form has been designed to be completed electronically. The completed form can be returned electronically to stars@cpa.uk.net

**All sections of this form need to be completed and returned to the CPA by 21 March 2025**

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For help in completing this form, please contact Rob Squires at rob@cpa.uk.net

**Nominee Statement Section**

The Stars of the Future awards are intended to recognise and reward outstanding apprentices who not only bring ability and commitment to their learning and their work, but also possess those extra capabilities which mark them out as being not only the foundations of the future of the industry, but also potentially its future leaders - the Stars of the Future.

You have been nominated by your employer as a potential Star of the Future and who along with your college/training provider, have submitted an account of yourself to the CPA Judging Panel explaining why you have been nominated.

We would also like to hear from you about your plans for the future, what drives you, what ambitions you have within the plant sector and where you’re aiming to be in the future

**The judges say** *– “please do consider submitting a video entry of yourself explaining about you and your apprenticeship journey, what motivates you and where you want to be and why. It makes a huge difference to us seeing it come from the real you!”*

**Completion Instructions:**

You have the option of either:

1. Provide a short video clip featuring yourself talking to camera. This can be filmed on any suitable device e.g. camera, smartphone, tablet or similar, and/or;
2. submitting a written statement (of around 300 to 500 words).

Please include the following items within your statement (written or filmed): Inspiration; Ambition and determination; Specialisms, Strengths, Where you see your future self; Relevant outside interests; plus anything else you’d like to make the judges aware of about yourself as an apprentice or trainee and a potential star of the future.

**We strongly recommend that you make a short video of yourself, no matter how basic.** However, if you wish to make a written statement only, please complete the section below.

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

|  |
| --- |
| **Who are you?** |
| Name: Age at 21/03/2025: |
| Your address:  |
| Your College/Training Provider:  |
| Your Employer:  |
| Your email address: |

**Category Nomination:**

|  |  |  |  |
| --- | --- | --- | --- |
| Plant Mechanic (Level 2)  |  | Plant Technician (Level 3) |  |
| Lifting Technician  |  | Plant Operative & Young Plant Operative |  |
| Hire Controller  |  | Plant Installer |  |
| Technical Support |  |  |  |

Guidance from the judges to nominees can be found within the form: **Grading Criteria Notes and Additional Guidance** and can be downloaded from: [**https://www.cpa.uk.net/skills-training/stars-of-the-future/stars-nomination-forms**](https://www.cpa.uk.net/skills-training/stars-of-the-future/stars-nomination-forms)

|  |
| --- |
| **Nominee Statement** |
| *I wish to add the following statement: (not needed if submitting video statement)* |

**Completion and Returning Requirements**

**Video statements**

Can be sent via the following methods:

* Via WhatsApp to **07968 840390**
* Via email (if less than 20MB) to lisa@lisacollinscommunications.co.uk
* Via WeTransfer (if larger than 20MB) to lisa@lisacollinscommunications.co.uk

Please clearly state your name, employer name, training provider name and contact email address so we know who you are.

**Written Statements**

This form has been designed to be completed electronically. The completed form can be returned electronically to stars@cpa.uk.net

***All sections of this form need to be completed and returned to the CPA by 21 March 2025***

Written versions may be scanned and returned electronically, or posted to:

FAO Rob Squires

CPA

27/28 Newbury Street

Barbican

London EC1A 7HU

This form may also be downloaded from [**https://www.cpa.uk.net/skills-training/stars-of-the-future/stars-nomination-forms**](https://www.cpa.uk.net/skills-training/stars-of-the-future/stars-nomination-forms)

For help in completing these forms, please contact Rob Squires at rob@cpa.uk.net

***Please note that all information submitted will be treated as confidential in accordance with current data protection regulations. We may however extract parts of your written statement or video clip to those who are chosen as winners or highly commended as part of the presentation slides on the day of the awards.***

**ANNEX A**

**Technical Support Category Nomination – Employer Additional Information**

The nominee for this new Stars category must be on a defined employer-led documented learning programme that is supported by relevant formal externally-assessed qualifications.

A Technical Support role is defined as one that has a plant technical focus and be in support of other plant-focussed operations of the business such as:

* maintenance activities
* data handling/supply
* hiring activities
* sales and marketing activities
* parts and/or resources/equipment supply
* machine/equipment systems programming/maintenance
* site operational planning
* supporting external customers.

With a wide range of potential supporting occupations, the CPA Stars Selection Panel will ultimately decide whether the nomination meets their criteria of a Technical Support role.

For this category nomination, please provide additional information about the role and functions undertaken by the nominated apprentice/trainee within their employing organisation.

To ensure parity with other Stars categories, nominations are unable to be accepted for what would be considered general administrative or management functions

|  |  |
| --- | --- |
| Given Role Title |  |

|  |  |
| --- | --- |
| Role Functions and responsibilities  |  |

|  |  |
| --- | --- |
| This section completed by:  | Name:Position: |