Introduction

The Stars of the Future awards are intended to recognise and reward outstanding apprentices and trainees 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.

However, the successful learning journey of any apprentice and trainee is only possible through the guidance, help and support provided by co-workers and other employees of the organisation. In many cases, the apprentice/trainee is assigned to a single or small group of co-workers who take on, usually unrecognised, a mentoring role in supporting and guiding the apprentice/trainee not just on technical and work processes but also at a pastoral-role level for relationships, welfare and behavioural support.

Good mentors help apprentices improve their skills and develop the ability to be a fully proficient and integrated employee, attaining the right attributes and attitudes. To recognise individuals who undertake this important function, a Stars award is being offered to those who have an Apprentice Mentor role. Employers are invited to nominate an apprenticeship/trainee mentor by completing the form below.

**Nomination Criteria**

The nomination should be made for one person who, in the view of the nominating employer, is someone who is guiding and supporting one or more apprentices/trainees in the workplace or across their organisation in both technical aspects of learning as well as providing personal guidance during their learning journey.

The typical mentor would be an experienced co-worker of the same occupation who in essence has volunteered to take on the role and has the personal attributes to enable their experiences and practical skills to be passed onto the apprentice, or is a designated employee who directly and consistently aids the development of the apprentice/trainee throughout the learning journey.

They will consistently demonstrate and promote good habits or best working practices to ensure that development of the apprentice/trainee is in compliance with current health and safety legislation, best practice and the training provided.

The selected mentor needs to understand and have empathy with personal-development issues and attributes, and be able to assist where necessary in evidence collection for an apprentice’s/trainee’s workplace-based qualification.

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| **Nominating Employer Details** |
| Organisation Name:  |
| Address:  |
| **Mentor’s Details**  |
| Name: D.O.B. / /  |

 Occupation/role:

 Contact phone no: Contact email address:

*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 |
| Devotion, enthusiasm and availability to the role |  |  |
| Attitudes to health & safety and promoting best practice |  |  |
| Inspiring, encouraging and motivating others |  |  |
| Empathy, trust, instilling values and understanding  |  |  |
| Tolerance, respect, values, inclusivity diversity  |  |  |
| Communication and listening |  |  |
| Provision of personal and professional guidance and support |  |  |
| Managing expectations, exuberance etc. |  |  |
| Fostering and promoting relationships and rapport |  |  |
| Supporting academic achievements and ambition |  |  |

**Employer’s Summary**

Please provide an overall summary of the mentor that provides additional supporting information to the judges along with their current work role and mentoring activities etc:

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| Nominated by:  |
| Contact phone no: Contact email address:  |

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

**Nominee Statement Section – Apprentice Mentor**

You have been nominated by your employer as a potential Apprentice Mentor Star of the Future, an award programme to recognise industry’s top talent. Your employer has 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 experiences and background on becoming a mentor for apprentices and trainees.

**The judges say** *– “please do consider submitting a video entry of yourself explaining about you and your experiences and ambitions and why you’re a mentor to apprentices. 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).

**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 sections below.

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

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| **Who are you?** |
| Name:  |
| Your address:  |
|  |
| Your Employer:  |
| Your email address: |

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| **Nominee Statement** |
| *I wish to add the following statement: (not required if submitting a 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 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.***