|  |  |
| --- | --- |
| **Apprentice Name:** |  |
| **Apprenticeship Start Date:** |  |
| **Date of successful Completion (optional):** |  |
| **Name of Sponsor/Mentor/ Nominator:**  **Trust/Co Name:**  **Position /Title:**  **Contact Number/Email:** |  |

**Nominator: Please complete appraisal questions below (5 marks per question)**:

*Please briefly explain the reasons for making this nomination. (Maximum 100 words per question)*

|  |  |
| --- | --- |
| **Questions:** | Score = of 5 |
| Provide a short overview covering a description of the qualification they were enrolled in, the registered training organisation - and the reason for choosing this training pathway. (max 100 words)  Answer: | Not Scored |
| 1. What was their motivation in choosing an apprenticeship educational route?   Answer: |  |
| 1. Describe with evidence, how the nominee has effectively collaborated with other team members or departments   Answer: |  |
| 1. Can you describe where the nominees went above and beyond their expected duties   Answer: |  |
| 1. How does the nominee engage with their mentor / supervisor / manager?   Answer: |  |
| 1. How has the nominee shown initiative and or excellence in the application of their knowledge?   Answer: |  |
| 1. Describe any significant achievements which demonstrates exemplary application of knowledge and leadership skills and behaviour in the course of completing or doing your apprenticeship.   Answer: |  |
| 1. What personal goals have been achieved during the course   Answer: |  |

|  |  |
| --- | --- |
| **Matrix for Scoring:** | |
| 0 | Does not meet criteria |
| 1 | Poor Response |
| 2 | Acceptable response |
| 3 | Meets Criteria |
| 4 | Provides great detail |
| 5 | Exceeds required detail |

**Supporting Attachments / additional comments** (Maximum of 5 single-page attachments).

The award panel will appraise the skills of the nominee (based on the answers to the appraisal questions); however, additional relevant evidence may be provided to support the nominee. Any supporting attachments must be referenced within the appraisal questions.

**This may include:**

* Evidence of competent knowledge application in the workplace (Evidence must be submitted at the time of application) Examples:
  + Certificate of Proficiency.
  + Signed (mentor/manager) Competency-based completion table.
* Awards and prizes: Copies of any certificates or prizes they may have received.
  + such as special recognition by your employer.
* Short Nominee Resume / CV.
* Reference or letter of support: A reference or letter of support from either your employer/host employer, trainer, or teacher.
* Workplace/training action photos: Action photos of you in your workplace or training.
* Feedback or testimonials from colleagues, supervisors, patients etc

**Programme:**

A screenshot of a computer

Description automatically generated

Return this document by 23rd February 2024, 5pm, to:

Nicola Parkes – Awards Administrator

MTS Health

61 Maxted Road

Hemel Hempstead

HP2 7DZ

Telephone 01442 216785

Email nicola.parkes@mtshealth.co.uk