

## Apprentice and Technician Awards Guidance for Self-nominators

### The nomination

- You **must** write your nomination in the first person, i.e. *I was responsible for...*
- The scoring for these awards is done on an anonymous basis. Therefore, please **do not use** any identifying language, such as pronouns (he/she/him/her), age etc.
- Your nomination **must** describe the contributions that **you** have made towards your employer or operational area.
- The information you provide **should not** be a list of other awards won to date, nominations in this format will not be considered.
- To complete your self-nomination, you will need to select 'Self' in the relationship to your nominee question under the General Information section at the end of the form.
- You will need a supporter for your nomination who is willing to complete a short reference using the system. The reference needs to be received by the deadline for nominations. Your supporter must be your line manager or other manager.
- Your answers can be prepared beforehand and copied and pasted into the online form. Remove all formatting and tables before pasting into the form.
- Read each question, tailor your answer, and make sure you answer everything you are being asked. This gives you the best possible chance of being shortlisted.
- Please ensure your nomination is objective and is only describing your own role, it can be as part of a team, but you **must describe your own role** within the team.
- Explain how you stand out from others in your role and when you have been a role model to your peers. You should include examples of times when you have promoted engineering, through schools, volunteering or in other ways, particular emphasis should be given to activities that you have undertaken yourself, rather than work-led opportunities.
- You should make it clear how you have gone above and beyond in your role and what were the circumstances that led to you doing that. What made it outside your usual role and why did you need to do this? I.e. facing adversity, stepping up to cover a manager, on deployment?
- Emphasise the contributions you have made where you have pushed yourself and exceeded the expectations of your employer, over expected work tasks. It should be clear to judges where you have stepped up and surpassed expectations.
- The information you provide should be factual and include evidence in a structured format. **Clearly explain the situation, task, action, and result, and how you were**

**personally responsible for these contributions.** There are separate boxes for each section.

- Please use plain English and **avoid using acronyms** in your nomination to allow all members of the Panel to judge fairly.
- You don't need to be an IET Member to self-nominate.

**Please read the criteria below for the award you are applying for:**

### **Engineering and Technology Apprentice Award**

- You must be on an IET Accredited Apprenticeship or have recently completed an IET Accredited Apprenticeship.
- Please check the [Accredited Apprenticeships](#) list. Contact [awards@theiet.org](mailto:awards@theiet.org) if your scheme is not on the list.
- Tell us why you deserve to win, clearly describe the contribution that you have **personally made** towards the development of a new product, service or process that demonstrates outstanding understanding of engineering principle.
- How have you gone above and beyond in your role, and why did you need to?

### **Engineering and Technology Technician Award**

- You **must** be currently working in an engineering and technology technician role.
- Nominations are encouraged for engineering technicians in supporting roles within the engineering, technology, or academic sectors around the world, including United Kingdom MOD civil servants.
- Tell us why you deserve to win, clearly describe the contribution that you have **personally made** that demonstrates understanding of engineering principles and dedication to your role.
- How have you gone above and beyond in your role, and why did you need to?

### **Armed Forces Technician Award**

- You **must** be a current serving member of the UK Armed Forces: Army, Navy, or Air Force.
- **Do not** include classified information in the nomination.
- You should use a personal email address and computer where possible, to avoid issues with the military firewalls blocking the online system the IET uses.

- A pdf form can be requested from [awards@theiet.org](mailto:awards@theiet.org) or downloaded from the [website](#) if you are unable to submit online.
- Tell us why you deserve to win, clearly describe how you have **personally** shown engineering or technical understanding, ability, and/or made a professional contribution to a project in the military workplace.
- Your nomination should focus on your work-based achievement. You must answer the specific questions on the form, and this should not be written in the form of your annual appraisal.
- Show how you have gone above and beyond your expected job role or rank, and why you needed to.

### **Supporter:**

- You must have a supporter if you are self-nominating.
- You will need to enter an email address for your supporter on the final page of the online nomination form.
- Please ensure you have asked your supporter for their permission to use their details and that they are expecting to be contacted by us.
- Your supporter should be someone connected to your work, a manager, scheme coordinator, superior officer etc. They must be at least one rank/job role senior to you.
- Make sure to complete your self-nomination in plenty of time to allow your supporter to complete their part before the deadline.

### **Word limits**

Please take note of the word limits within the nomination form and make sure you include as much information on your work as possible in your answers. The awarding panel must be able to clearly understand the reason for your self-nomination and how you were personally responsible for these achievements.

### **Judges**

The panel are made up of a mix of military and non-military judges. Please make sure you clearly explain everything on the nomination, and do not assume that the person judging will know anything about your line of work. You should not use acronyms in your nomination, and make sure the situation and reason for doing the task you are describing is clear to a non-expert.

### **Questions**

Please contact [awards@theiet.org](mailto:awards@theiet.org)