Apprentice and Technician 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 avoid all identifying language, such as pronouns, 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.

- Your answers can be prepared beforehand and copied and pasted into the online form. Please 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.

- 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.

- 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 should be in at least the second year of an IET Accredited Apprenticeship or have recently completed your apprenticeship.

- Please check the Accredited Apprenticeships list. Contact 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.

Engineering and Technology Technician Award

- You must be a professionally registered technician, currently working in a technician role. You must be professionally registered as either EngTech, Electrical EngTech or ICT*Tech* to be eligible for this award.

- 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.

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 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 and should not be submitted in the form of your annual appraisal.

- Show how you have gone above and beyond your expected job role or rank.

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, either a manager, scheme coordinator, superior officer etc.

- 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.

Questions and enquiries

Please contact awards@theiet.org