

Apprentice and Technician Guidance for Nominators

The nomination

- The scoring for these awards is done on an anonymous basis. Therefore, please avoid all identifying language, such as pronouns, age etc.
- **Use they/their** instead of he/she, her/his when writing the nomination.
- All nominations **must** describe the contributions that the individual has made towards their 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.
- 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.
- Please ensure your nomination is objective and is only describing the work of your nominee rather than a team.
- The information you provide should be factual and include evidence in a structured format. Clearly explain the situation, task, action, and result, and how your nominee was 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.
- Explain how your nominee stands out from others in their role and how they are a role model to their peers. You could also include examples of how they have promoted engineering, through schools, volunteering or in other ways.
- Explain how your nominee has gone above and beyond the expectations of their role.
- You don't need to be an IET Member to nominate or be nominated.

Please read the criteria below for the award you are nominating for:

Engineering and Technology Apprentice Award

- Your nominee should be at least the second year of an IET Accredited Apprenticeship or have recently completed.

- Please check the [Accredited Apprenticeships](#) list, if your nominee's scheme is not on there, contact awards@theiet.org
- Your nomination should clearly describe the contribution that your nominee has **personally made** towards the development of a new product, service or process that demonstrates outstanding understanding of engineering principle.

Engineering and Technology Technician Award

- This award is for a professionally registered technician, currently working in a technician role. All nominees 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.
- Your nomination should clearly describe the contribution that your nominee has **personally made** that demonstrates understanding of engineering principles and dedication to their role.

Armed Forces Technician Award

- Nominees must be current serving members of the UK Armed Forces: Army, Navy or Air Force.
- Do not include classified information in the nomination.
- Nominators 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.
- Please consider nominating only one individual per operational area. It will be difficult to show judges the personal contribution made, and for judges to choose between individuals who are being nominated for the same/similar achievements.
- Tell us why your nominee deserves to win, how they have **personally** shown engineering or technical understanding, ability, and professional contribution to a project in the military workplace.
- Nominations should focus on the work-based achievement they are being nominated for and should not be in the form of an annual appraisal.
- Show how your nominee has gone above and beyond their expected job role/rank.

Word limits

Please take note of the word limits within the nomination form and make sure you include as much information on the work of the nominee as possible in your answers. The awarding panel must be able to clearly understand the reason for your nomination and how your candidate was personally responsible. Please do not waste your word limit by telling us about your relationship with the candidate; focus on their work and impact within engineering.

Queries

Please contact awards@theiet.org