

## **Apprentice and Technician Guidance for Nominators**

### **The nomination**

- **The scoring for these awards is done on an anonymous basis.** Therefore, you must avoid all identifying language, such as pronouns, name, age etc.
- **Use they/the candidate** instead of he/she, her/his or names, 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, or their role within the team if relating to a team activity.
- The information you provide should be factual and include evidence in a structured format. You must provide at least one full example; there is space for three examples so please do add additional where needed. Each example should be a separate achievement.
- Nominees will not be disadvantaged if only one example is provided.
- Please use plain English and **avoid using acronyms** in your nomination to allow all members of the Panel to judge fairly.
- You should make it clear how they have gone above and beyond in their role and what were the circumstances that led to them doing that. What made them need to step out of their normal role? I.e. facing adversity, stepping up to cover a manager, on deployment?
- 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.
- 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 **must be** on an IET Accredited Apprenticeship or have recently completed their IET Accredited Apprenticeship.
- Please check the [Accredited Apprenticeships](#) list, if your nominee's scheme is not on there, contact [awards@theiet.org](mailto: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.
- Explain how they have gone above and beyond in their role, and why.

## Engineering and Technology Technician Award

- Nominations should be 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.
- Explain how they have gone above and beyond in their role, and why.

## Armed Forces Technician Award

- Nominees **must be** current serving members of the UK Armed Forces: Army, Navy, or Air Force.
- Only OR1-OR7 are eligible for this award.
- Do not include classified information in the nomination.
- Nominators should use a personal email address and computer where possible, to avoid issues with 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.
- 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 written in the form of an annual appraisal.

- Explain how they have gone above and beyond in their role, and why.

### **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.

### **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)