

Appendix: Shortlisted apprentices' submissions

Why this apprentice should be Apprentice of the Year? What makes this apprentice stand out?

Joe is an exemplar apprentice. He has been working on the Wythenshawe Community Housing Group programme of works over the past year undertaking both internal and external decoration. This includes external paintwork to fencing, stairwells, down pipes, external fascias as well as internal decoration in tenanted properties. Joe is totally committed to his training and development both in college and on site. As well as working full time as an apprentice, he is also a professional rugby player, currently playing in Widnes Vikings first team. His work ethic is consistent both on and off the pitch, applying a level of commitment to his role that ensures that he commands the respect of his immediate work colleagues and the wider operational team. He is polite, courteous and has the ability to use his initiative and works well independently as well as integrating well into the site team. Everyone enjoys working with Joe because he is reliable and proving to be an asset to the operational team. His attention to detail and the consistency of his work ensures that the feedback in his quarterly reviews from his Apprentice Mentor, Ben Williams (Contract Manager) is always of a high standard. Joe communicates effectively and has the respect of both colleagues and customers with whom he engages over the course of his site work. He demonstrates a customer focused attitude, is always polite and represents the business in a positive light. He is also aware of Bell Group's key beliefs and applies these during the course of his work by being accountable and taking time to listen.

Michael is Spokemead's Apprentice of the Year 2023, the feedback we have received about Michael is exceptional on all levels from every mentor or person he has worked with at Spokemead. He is intelligent, diligent, punctual, polite, courteous and works extremely well with his team. He is the most desired apprentice at Spokemead, and everyone would like him to be on their team. He is much further ahead than his peers at this early stage of his course and we are thoroughly impressed with his progression so far.

An example where this apprentice has shown commitment to learning at college and another where they've shown commitment to learning in the workplace.

Joe - Adam Johnson and John Rowlands the Painting and Decorating Tutors at Riverside College were asked to provide some narrative around Joe for the application. Their feedback was: "Joe has always been a model student who is willing to put his hand up for extra work and putting himself up for external competitions including Worldskills regional finals and the PDA northern heats both last year and this coming autumn. He is also a great team player when working with his peers and always happy to help both staff and his fellow students. His timekeeping and attendance are 100% and he always applies himself in lessons. When asked to undertake a task, he listens, asks questions when needed and completes any task given to a high standard. Joe is a pleasure to teach" In the workplace Joe applies himself to every task he is given. He has an 100% attendance records and always demonstrates commitment to learning, applying the skills he has been taught in college to his practical tasks whilst working on site. Joe leads by example and is an inspiration to his peers. Joe meets with his Mentor on a quarterly basis to review his progress on site and regularly makes suggestions as to how he can continue to improve his skills and enhance the works that are being completed on site.

Joe has engaged in a range of Community investment related projects delivered in conjunction with the branch team and has excelled in his practical skills when provided with the opportunity.

Michael has passed all his college exams and his attendance is 100%. He always comes and asks for additional information or content that he feels will better his learning which they are always happy to provide. At work Michael always strives to gain as much knowledge as possible, he always puts himself forward for additional learning and courses such as the AICO expert installers course.

A scenario, where this apprentice applied the knowledge, skills and behaviours they've learned, and how they did this

Joe has excellent interpersonal skills and is able to work well as part of a team and has the respect of his work colleagues on site. As he has developed his skills, there comes a higher degree of responsibility on site, taking full ownership of that. He has excellent problem-solving skills and demonstrates this on a daily basis. Whilst given a specific task on a recent painting project where Joe was asked to undertake part of the contract works on a specific part of the project at the start of his third year in training, he used his initiative to work independently. He was required to think about the time and resources required for the job, estimate material supply then liaise with his supervisor regarding the purchase of materials, as well as planning and assessing his work. Joe has excellent communication skills and used these to his advantage over the course of the programme so that his element of the 'project' was delivered to a high standard and met client's expectations. These skills that Joe has demonstrated to date will ensure that he meets the end point assessment of his apprenticeship timely and further his career within Bell Group. Joe has been identified as a future candidate for Bell Groups Aspiring Leaders programme which will enable him to follow a fast-track progression route on completion of his apprenticeship programme with a view to further progressing his career.

Michael – On a recent installation Michael requested to take the lead and let his mentor take a step back while he planned all aspects of the work, instructing the team on how he wished the job to be carried out. Spokemead was very impressed with the end results and would be more than happy to let Michael take a lead role in the future.

What evidence shows this apprentice takes Health & Safety and Compliance seriously?

Joe undertook a full Health & Safety induction when he joined Bell Group and has completed a number of individual training programmes since the start of his apprenticeship programme. These include: Asbestos Awareness, Health & Safety Site Essentials, Working at Height, Ladder Safety, Manual Handling, Driver Awareness, Environmental Awareness and Lone Worker Safety. Joe always respects and wears the appropriate PPE for whatever work he is undertaking. He has familiarised himself with the CDM Site File and has a good understanding of Risk Assessment and Method Statements. He is always aware of his own safety and that of those around him when working. He engages in site-based Tool Box Talks and always asks questions of his Site Supervisor if he isn't sure of anything or he is working in a new environment. Joe was issued with an Apprentice Working at Height Training Handbook at the outset of his apprenticeship, a Working at Height Standard, developed by Bell, comprising of three stages across the course of the apprenticeship programme. The handbook is completed by the Apprentice and their Mentor at each review meeting. Joe has met each standard over the course of the first two years of his apprenticeship and has been signed off as competent.

Michael has not been involved with any accidents or near misses which gives him a perfect compliance record. He always has correct PPE when supervisors and managers attend site for spot checks and regularly requests replacement PPE when it comes to its end of life.

Apprentice's top three relevant personal qualities.

Joe: Self-motivated great work ethic; Approachable; Willingness to Learn.

Michael: Adaptable, Innovative, Integrity.

How has this apprentice shown commitment to their own personal development and progression?

Joe has gone from strength to strength over the last 24 months. He is the standout apprentice from the Northwest branch. Joe balances his work and college commitments with a professional attitude. He always has his work-based evidence and off the job learning up to date. Joe's ability to balance his work and college commitments alongside his career as a semi-professional rugby player is testament to his hard-working nature. Joe trains multiple nights per week and travels around the country to play for Widnes Vikings whilst also completing his college work and work for Bell Group to a high standard. Despite juggling these commitments, Joe is punctual, works to an excellent standard on site, and has an admirable attitude. Joe is currently getting ready for his EPA next year and has also been entered into the apprentice of the year competition for his college. We are incredibly proud of Joe's commitment to his success at work, in his apprenticeship and in his personal life.

Michael is able to adapt and learn on the job quickly mastering many facets of his work. You only need to show Michael something once and he will have absorbed it. He has become proficient at installing conduit, MICC & SWA cable runs and terminations, along with many variations of containments. He has worked across various projects at Spokemead during his apprenticeship, including Emergency lighting and domestic smoke alarm installations, re-wires, and adaptations in domestic properties, as well as fault finding on reactive maintenance contracts. Considering how early on he is into his apprenticeship, Michael has shown an initiative and ability to work on his own if needed, this exceeds all expectations, and they feel he has a great future ahead within the Kinovo group and they are keen to see him complete his apprenticeship and become a fully qualified electrician. Michael's end of year college results (top of the class) really showcases his academic abilities and has provided a great foundation moving into his 2nd year in his apprenticeship. He displays every value that both Spokemead and Kinovo expect. He is very respectful to colleagues and shows consideration to local residents.

How has this apprentice inspired others?

Joe is an aspiring role model for all apprentices recruited in the North West region and has demonstrated he can excel in his apprenticeship training programme whilst holding down his sporting career with Widnes Vikings. He has a fantastic work ethic and always gives his all to any task both in college and on site. His college and work attendance are both exemplar and he offers support to those around him including their first year apprentices. It's in Joe's nature to be supportive of his work colleagues and he can often be found supporting and mentoring the younger apprentices on site and in college. His sporting achievements outside work, including being awarded 'Players Player of the Year' and 'Man of the Match' on numerous occasions really inspires the whole of the NW team within Bell not least Joe's commitment to his apprenticeship whilst holding down his sporting career. His sporting work ethic, really transpires into the workplace, and enables any team he is working with to shine.

Michael always puts others above himself and is always on hand to help the less experienced apprentices working for Spokemead. Everyone wants him on their team.

How does this apprentice contribute to the vision and goals of your organisation?

Joe takes a real pride in his work and treats people with respect. He is accountable and takes responsibility of his own and others' safety in the workplace. He has a strong work ethic, is highly motivated, reliable, and adaptable. Joe focuses on attention to detail, the quality of his work and has demonstrated continuous improvement on projects over the course of his apprenticeship with a marked improvement in skills and quality over the course of the 2 years he has completed on programme and with the business. Joe engages in site briefings and has a good awareness of the business mission, values and Bells products and services and is well respected by his Contract Manager and the wider operational team. He has excellent communication skills and always treats internal and external customers with dignity and respect. His customer focused attitude puts him on a good standing with tenants in whose properties he works day in, day out. Joe genuinely cares about the work he carries out in people's homes, reflected in the level of effort and quality he applies to his role.

Michael – Innovation is important to Spokemead and Kinovo plc and Michael has shown he can think outside of the box e.g. he has suggested different methods of installation, which have proven to be more productive for them to deliver, so he has already impacted positively to their bottom line. David Bullen, Kinovo CEO commented: "At Kinovo, we do not underestimate the importance of Apprentices and Apprenticeships as we believe in genuine career progression and over the years we have seen many apprentices excel across the Group. I believe Michael is one of the stars of our future."

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