



Apprentice of the Year Awards 2011

Instructions

In an attempt to simplify the nomination process for the Apprentice of the Year Awards, ASOFIA National Office has created a form that may be completed electronically. This form has been designed to submit via email or be printed and sent via mail to National Office.

If you wish to continue to use the form by handwriting you are most welcome.

To support you in making a nomination an additional form for Part C has been created that can be sent to the Training Organisation. The purpose for this is so National Office can receive the main portion of the Nomination and follow up on the Training organisation to ensure completion of entry.

To complete form electronically and submit by email

1. Have the appropriate people within your organisation complete Part A, B & D, ensure the document is saved after each section is completed.
2. The nominating person must also send Part C to the Training Organisation. Complete the top section of Part C on the master document. This will provide ASOFIA National Office with contact details to follow up if Part C is not completed and returned from the Training Organisation. Email the separate Part C form to the Training Organisation for completion. *(If you do not send ASOFIA National Office the Training Organisation details and Parts A, B & D are received and not Part C, we will have no way of following up to ensure the nomination is completed and therefore the entry will be **invalid**.)*
3. Once the above sections are completed by all parties re-open the completed document and click submit by email button at the bottom of the form and attach all accompanying documents to the email that opens and send to National Office.

To complete form electronically and submit by mail or fax

Follow the above instructions, when completed by all parties re-open the document and click the print form, attach all appropriate documents and mail or fax to ASOFIA National Office.

If you have any queries regarding the Apprentice of the Year Awards or how to complete the nomination form please contact ASOFIA National Office.