



A Guide On How To Make Your Submission

Apprentice of the Year Award – Submission Guideline

Purpose

This award recognises the efforts of new starters, giving them a chance for them to demonstrate their communication skills, engineering application and leadership in their specialism.

Eligibility

Anyone who is currently enrolled in a craft or degree Apprenticeship, or has completed one within the last 12 months and is actively working for an EEMUA Member or Associate company is eligible to enter. (They cannot have worked for an EEMUA Member or Associate company prior to being enrolled in their apprenticeship) If eligibility is unclear, contact Reece Riley on reece.riley@eemua.org.

Application for the award will require company support as time will be required away from the office; you will also require your line manager to endorse your application. Shortlisted candidates will be invited to attend the EEMUA Annual Dinner on 26 November 2026 being held in the UK (venue tbc), where the winner and runners-up will be announced.

Submission Deadline

The submission deadline is 31 July 2026.

Application Process

Candidates can submit all of the items below at any point until and including 31 July. Once candidates have submitted the required items, they will receive an email confirmation.

1 Check Eligibility

Express an Interest Form to be completed by candidate to determine their eligibility to enter the Apprentice of the Year Award.

2 Submit the Application Form

Candidate Entry Form to be completed by candidate, which contains fixed questions to allow a sound comparison for the award.

3 Prepare and Submit Video Presentation

A 10-minute video presentation, on a topic of the candidate's choosing, to be prepared and submitted by the candidate. (An upload link will be provided once the Candidate Entry Form has been completed.)

4 Line Manager's Endorsement

EEMUA will contact the Line Manager to complete the Line Manager Endorsement Form.

Video Presentation Guidelines

The video presentation **MUST** be:

- In English.
- Of good quality and audio is clear with all text on the slides readable.
- A maximum length of 10 minutes. (EEMUA Judges will accept presentations that go over or under the by no more than 30 seconds.)

Ensure that the lighting in the room/space used when recording the video is good and candidate must be dressed appropriately.



Video Presentation Format

There are several formats you can use for your video presentation including:

Slideshow Presentations: These typically include a series of slides with text, images, and sometimes video clips.

Talking Head Videos: This format features a person speaking directly to the camera, often used to provide a personal touch or detailed explanation. It can be combined with slides or other visuals.

Animated Videos: These use animations to convey information in a dynamic and engaging way. They can include motion graphics, character animations, and other visual effects.

Documentary Style: This format combines interviews, voiceovers, and footage to tell a story or provide an in-depth look at a subject.

Screen Recordings: These capture the screen of a computer or device, often used for software demonstrations or tutorials. They can be combined with voiceovers or on-screen text.

Hybrid Formats: These combine elements from different formats, such as a talking head video with embedded slides or animations, to create a more versatile presentation.

Choose whichever format you feel comfortable with.

Video Submission Instructions:

Once candidates have submitted the Candidate Entry Form, they will be provided with a link to upload their video submission. Candidates can get in touch if they want the link sooner.

Judging Criteria

Judging to be carried out by the EEMUA Awards Committee Review Panel, a Sub Committee of the EEMUA Council. The Review Panel will select the top five candidates to be shortlisted.

Candidates will be assessed on a combination of:

1. An appreciation of the issues and challenges facing their company, its vision and the wider industry. (Innovation, Long Term Value, Sustainability and Effect of Implementation)
2. Presentation and communication skills
3. Sensitivity, good humour, and leadership skills.

The judging criteria is split into three main areas:

- Achievement
- Innovation
- Sustainability

The above criteria will be scored using an additional set of criteria below:

- Technical quality
- Long term value
- Effect of implementation
- Presentation skills
- Communication skills
- Leadership skills

Award Prizes

- Shortlisted nominees get free place and accommodation at the Annual Dinner on 26 November at a venue in the United Kingdom.
- Recognition and visibility
- Cash prizes: £1,500 for the winner and £150 for runner/s up
- A free place at the EEMUA Conference in March 2027*
- and more

*EEMUA Conference is a biennial event

For any further information regarding the EEMUA Apprentice of the Year Award, contact [Reece Riley](#).