



LUCA AWARDS

Apprentice of the Year

Monday 26 November 2018

**Radisson Blu Edwardian, Heathrow
140 Bath Road, Hayes, Middlesex, UB3 5AW**

Apprentice of the Year



The LUCA for Apprentice of the Year will be awarded to the person who, during the year immediately prior to the awards ceremony, has achieved success through the ICB Bookkeeping Apprenticeship. Whilst most apprentices expect to achieve examination success, the Apprentice of the Year will be the person who, in the judgement of ICB, has shown outstanding achievement perhaps whilst studying in or overcoming difficult circumstances.

Criteria

1. Nominations for the Apprentice of the Year LUCA Award may be submitted by an ICB Accredited Training Provider (ATP), College, or by a student him or herself, or by another person associated with the apprentice who believes that he or she is worthy of the title 'Apprentice of the Year'
2. ATPs may nominate more than one student
3. The Apprentice must have been registered with ICB as an apprentice for not less than 90 days during the year immediately preceding the LUCA Awards ceremony. Previous non-consecutive periods of being an apprentice will not be taken into account.
4. Previous winners or nominees are eligible to enter
5. Nominations should take the form of a letter detailing why the nominator believes the apprentice worthy of the title 'Apprentice of the Year'.
6. The nomination should be submitted to ICB via email to luca@icbglobal.org. The email subject line must include "Apprentice of the Year nomination", together with the name of the apprentice being nominated.
7. The letter of nomination must include the following basic information:
 - The name of the student
 - Name of the nominator
 - Name of ATP/ College
8. The application fee for Apprentice of the Year is £100 + VAT. An invoice for the application fee will be issued upon receipt of the application. Payment will be due within 7 days from the date of invoice. If funds are not received within this time the nomination may be revoked.
9. The application fee is non-refundable.
10. Additional documentation, such as letters of support from any person or persons who are willing to attest to the apprentices efforts and/or to the circumstances that have affected the student are encouraged. These can be attached to the original nomination or emailed separately. If emailed separately the subject line must include the name of the apprentice being nominated and must state that it is supporting documentation.
11. ICB will acknowledge receipt of each nomination. ICB accepts no responsibility for any nomination or supporting information which is sent but is not received.
12. All nominations and supporting documentation must be received by ICB not later than midnight on Friday 26th October 2018. The date and time recorded on the ICB's inbox will be taken as the date and time received and late entries will not be accepted.
13. Nominated parties may be contacted by ICB for interview
14. Nominees will be expected to attend the dinner and awards ceremony taking place in London on, Monday 26th November 2018.
15. ICB's decision will be final and no correspondence will be entered into.