



# **CMI Awards of Excellence 2025**

## **Apprentice of the Year**

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**Nomination Guidance Document**

## **CMI's 2025 APPRENTICE OF THE YEAR**

Nominations for our CMI's 2025 Awards of Excellence are now open. Use this document to bring your submission information together, you can then submit this information using the online nomination form.

### **AWARD DESCRIPTION**

Management apprentices are making a positive difference to workplaces all around the world. This award celebrates outstanding apprentices who are committed to developing themselves and making an impact in their organisation. We will recognise apprentices who are learning on the job, showing real-world impact from their learning and fostering innovation in their workplaces.

### **WHY ENTER THIS AWARD?**

Even being shortlisted for this award will mark you out as a manager to watch. Nominees and the ultimate winner will be associated with the best qualities of management and leadership. You'll join a mutually supportive group of great apprentices and managers; be celebrated throughout the year across CMI channels; and have the opportunity to share insights and experiences with the wider management community.

### **KEY CRITERIA**

We're looking for role models of management improvement. Nominees will need to show a commitment to personal and professional development; outstanding course achievements; and that they're making a positive impact on their course, workplace, and the community around them.

## ELIGIBILITY

1. To be eligible to submit a nomination for the CMI Outstanding Apprentice of the Year, the nominating institution/organisation must be approved by CMI to deliver a CMI or CMI accredited qualification or apprenticeship ("a CMI Partner") at any time between 1st May 2024 to 1st May 2025.
2. Nominees must:
  - a. Be, or have been, undertaking or have recently completed a CMI qualification, dual accredited qualification and/or management apprenticeship at any level.
  - b. Be, or have been, enrolled at a CMI Partner between 1 May 2024 and 1 May 2025.
3. Individuals may not nominate themselves.
4. Only one student, per cohort, per CMI-accredited course can be nominated by a CMI Partner each year.

## TERMS & CONDITIONS

1. A shortlist of nominees will be chosen by the CMI judges from all eligible nominations submitted.
2. The shortlist will be announced in early 2026.
3. The overall winner will be selected by the CMI judges panel from the shortlisted entries.
4. Only one winner will be awarded.
5. The winner of the CMI Outstanding Apprentice of the Year will receive a trophy and certificate. These will be presented at an awards ceremony in Spring 2026.
6. CMI reserves the right to engage with the individual, employer or learning institution concerned to jointly promote the CMI Apprentice of the Year Award and the activities of both the individual and CMI.
7. The winner and CMI Partner that submitted the nomination, agree to work together with CMI to jointly promote the CMI Partner Awards and the activities of both the individual and CMI.

## **CMI'S MISSION, VALUES, VISION & PROFESSIONAL STANDARD**

CMI's mission is to increase the number and standard of professionally qualified managers and leaders. Our values are "professional, progressive, practical and passionate". Our vision is a world of better led and managed organisations. The [CMI Professional Standard](#) encourages "personal effectiveness, interpersonal excellence, organisational performance and being an ethical and inclusive leader". You may wish to reference these in your submission.

## **ENTRY FORM GUIDANCE AND QUESTIONS**

About the nominee

**Name**

**Email**

**Phone number**

**CMI Membership Number (if known)**

**Employer**

**Job title**

**Number of employees**

**Sector**

**A bit about the nominee – their role and responsibilities**

The apprenticeship journey

**When did the nominee start (and complete) a management apprenticeship? Please provide details of the process/route undertaken and course results.**

**What was the trigger for the nominee to do a management apprenticeship?**

**Please summarise the difference that the process has made on the nominee. (<200 words)**

*Guidance: you may wish to refer to the [CMI Professional Standard](#) in outlining the impact made.*

**How does the nominee plan to maintain their personal and professional development in future? (<200 words)**

## Professional progression

**How has the nominee progressed as a result of doing a management apprenticeship; how have they grown as an individual and within their role and organisation? (<500 words)**

*Guidance: try to provide real examples of examples of work-based projects, mentoring, coaching, feedback from their employer. Demonstrating how they are engaging with CMI will add extra weight to this nomination.*

## Learning and development

**How has the nominee absorbed what they learned through the apprenticeship and applied it to their role? (<500 words)**

*Guidance: try to cite how the nominee is developing themselves and others. You may wish to use testimonials from colleagues or a manager, as well as highlighting how they have used resources and links to CMI throughout the apprenticeship journey.*

## Impact

**How has the nominee grown their impact in the organisation/workplace as a result of the apprenticeship? (<500 words)**

*Guidance: You may wish to use testimonials from colleagues or a manager, as well as evidence from projects or activities that the nominee has undertaken. Showing engagement with the CMI community will count in the nominee's favour.*

For more information on the CMI Awards, please do not hesitate to reach out to our dedicated Awards team [here](#).

## Chartered Management Institute (CMI)

The Chartered Management Institute (CMI) works with business and education to inspire people to unleash their potential and become skilled, confident and successful managers and leaders.

With a wealth of practical qualifications, events and networking opportunities on offer throughout the UK and Asia-Pacific, CMI helps people boost their career prospects and connect them with other ambitious professionals in any industry and sector.

In fact, CMI has more than 160,000 people training to be better managers right now. Backed by a unique Royal Charter, CMI is the only organisation allowed to award Chartered Manager status – the ultimate management accolade.

CMI's thought leadership, research and online resources provide practical insight on critical issues for a 220,000 plus membership community and anyone looking to improve their skills, nurture high-performing teams and help pave the way for the next generation of managers and leaders.

For more information, please visit [www.managers.org.uk](http://www.managers.org.uk) Chartered Management Institute on LinkedIn, Facebook, Instagram and TikTok.

 Facebook: [www.facebook.com/bettermanagers](https://www.facebook.com/bettermanagers)

 LinkedIn: [Chartered Management Institute](https://www.linkedin.com/company/chartered-management-institute)

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 TikTok: [@cmi\\_managers](https://www.tiktok.com/@cmi_managers)

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We invest in people Platinum



Certificate No FS28404

THE SUNDAY TIMES  
**Best Places  
to Work 2023**



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