



Apprentice of the Year

Information pack

Apprentice of the Year is an important new category in the PFM Awards, recognising and celebrating the contributions of emerging talent in the industry. This award not only highlights the hard work and dedication of apprentices but also underscores the importance of vocational training in developing skilled professionals. By honouring outstanding apprentices, the award encourages continuous learning and innovation, inspiring others to strive for excellence. It also helps bridge the skills gap in the facilities management sector, ensuring a pipeline of competent and motivated individuals ready to tackle the industry's evolving challenges. Ultimately, this recognition fosters a culture of growth, excellence, and professional development within the field.

Eligibility

Apprenticeship Completion: The nominee must have successfully completed or be in the final stages of their apprenticeship program within the last year.

Industry Relevance: The apprenticeship should be in a facilities management-related field.

What to submit

- The entry form (submitted digitally through the website)
- A submission of up to 1,000 words (as a Word document, PDF or Powerpoint presentation) to support the entry, including a nomination from the employer and/or place of study, plus a 250-word summary. The criteria of what to include is as follows (please demonstrate as much of the following as you can):

1. Performance and Achievement

- **Technical Skills:** Demonstrated proficiency in key areas such as M&E, electrical systems, health and safety regulations, soft services, and sustainability practices

Project Contributions: Significant contributions to projects or initiatives within their organisation, showcasing their ability to apply learned skills in real-world scenarios

2. Problem-Solving

- **Problem-Solving:** Effective resolution of complex issues, demonstrating critical thinking and resourcefulness

3. Professional Development

- **Continuous Learning:** Commitment to ongoing professional development, including participation in additional training, certifications, or industry events

4. Impact and Contribution

- **Organisational Impact:** Positive impact on the organization's operations, culture, or performance, supported by measurable outcomes or feedback from supervisors
- **Community Engagement:** Participation in community or industry-related activities, demonstrating a commitment to the broader facilities management field

5. Soft Skills

- **Communication:** Strong verbal and written communication skills, essential for effective collaboration and reporting
- **Teamwork:** Ability to work well within a team, contributing to a positive and productive work environment

6. Compliance and Safety

- **Regulatory Compliance:** Adherence to industry regulations and safety standards, ensuring a safe working environment
- **Safety Initiatives:** Active involvement in promoting and implementing safety initiatives within the workplace

7. Nominations and References

- **Employer Nomination:** A nomination from the apprentice's employer, highlighting their achievements and contributions
- **References:** Supporting references from colleagues, mentors, or clients, providing additional insights into the apprentice's performance and character

Next steps

Finalists will be announced in June, at a date to be confirmed (please keep an eye on the website and our social media). Finalists will be asked to present to a panel of judges at a mutually convenient date and location over the summer. The judges may give them a theme for the presentation when they are invited to interview, otherwise the presentation should elaborate on the information submitted in the written presentation, demonstrating why they are the best in field.

The winner is announced at the PFM Awards on 5 November 2025. Ideally, all finalists should be present at the Awards. If you are unable to attend, please do let us know in advance.

Please note that due to the number of submissions we receive, we are only able to offer feedback on those candidates selected as finalists. If you have any questions, email the PFM Editor at amanda.vlietstra@imlgroup.co.uk.