



INNOVATION & LEARNING

Festival 2025

Where Roads & Technology Meet

DfT Special Recognition Apprentice Awards - How to Write a Winning Award Entry!

Want to boost your chances of winning? Follow these 7 top tips to make your entry shine!

1. Stay Focused on the Questions

Read each question carefully and make sure your response directly answers it. Does your response fully answer the question and highlight key achievements? Double-check before submitting.

2. Match Your Entry to the Criteria

Structure your entry around the judging criteria. Every example and piece of evidence should clearly demonstrate what the judges are looking for.

3. Plan Your Time Wisely

Don't leave it to the last minute. Give yourself enough time to draft, refine, and proofread your submission so it's the best it can be.

4. Tell a Compelling Story

Make your entry stand out with a clear and engaging narrative. Showcase real achievements, project contributions, and feedback from colleagues or supervisors. Reflect on any lessons learned – both successes and challenges.

5. Make the Most of the Full Word Count

Aim to use at least 90% of the word limit to provide enough detail and context to showcase your impact.

6. Back it Up with Evidence

Strengthen your entry with clear supporting evidence. Include visuals, testimonials, or additional documentation to bring your achievements to life. Show, don't just tell!

7. Submit on Time

Don't miss out – submit before the deadline! You can save and edit your entry as many times as needed before submitting, but once it's in, you won't be able to make further edits.

If you have any questions, please email marketing@lcrig.org.uk

Good luck – we're excited to see your entries!

Entry Deadline: 5pm, Monday 31st March

**Click to find out more and
submit your entry**