Hello! We are delighted you’ve taken the first step to nominating someone for the Apprenticeship Champion Award. There are a few questions to complete, which shouldn’t take too long and it’s well worth the effort!

The Apprenticeship Champion Award is open to anyone living or working in Oxfordshire who has gone the extra mile to promote Apprenticeships and/or enable Apprenticeships to continue during the exceptional circumstances resulting from COVID-19.

Your nominee could be (for example):

* A tutor or mentor who has adapted practice to enable learners to continue with their Apprenticeships
* A Careers Lead in a school who has introduced innovative ways of promoting Apprenticeships to learners and their families
* An Enterprise Adviser working with a school to enable learners to have meaningful encounters with employers as part of the Careers & Enterprise Company Enterprise Adviser Network
* An employer who has introduced Apprenticeships into their business, or expanded a current Apprenticeship scheme into new areas of the business
* A manager who has provided exceptional support and development opportunities for Apprentices
* A business adviser who has supported employers to take on new Apprentices and enable current Apprentices to continue with their Apprenticeships
* Someone else who champions Apprenticeships!

This is your opportunity to tell us why they deserve to win this award, so please provide us much detail as you can. Where possible, please use evidence and give examples to back up your answers.

We would like someone they have worked with to write a short statement to support their entry e.g. their line manager, an Apprentice or employer they’ve supported, a learner they’ve inspired or a school Careers Lead. We also require a statement from the nominee themselves to confirm they are happy to be nominated!

If you are unsure whether your nominee is eligible, please contact us at skills@oxfordshirelep.com to discuss.

1. **About you**

|  |  |
| --- | --- |
| Name |  |
| Job role |  |
| Employer |  |
| Contact number |  |
| Email address |  |

1. **About your nominee**

|  |  |
| --- | --- |
| Name |  |
| Job role |  |
| Employer |  |
| Contact number |  |
| Email address |  |

1. **How do you know the nominee?**

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1. **Tell us about their role and give examples of how they promote Apprenticeships and/or have enabled Apprenticeships to continue during the exceptional circumstances resulting from COVID-19**

*max. 300 words*

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1. **Tell us why you are nominating this person for the Apprenticeship Champion Award, including examples e.g. significant achievements and how they have gone the extra mile**  *max. 300 words*

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1. **How have they made a difference to the future of Apprenticeships in Oxfordshire?** *max. 200 words*

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**Supporting statements**

1. **Statement from someone they’ve worked with. This could be from their line manager, an Apprentice or employer they’ve supported, a learner they’ve inspired or a school Careers Lead, for example**

*max. 250 words*

|  |  |
| --- | --- |
| Name |  |
| Relationship to nominee |  |

|  |
| --- |
| **Tell us why this person deserves to win:** |

1. **(a) Nominee statement (tell us about your significant achievements, proudest moments and how you have gone the extra mile)**

*max. 250 words*

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1. **What would you say to anyone who is thinking about starting an Apprenticeship?** *max. 200 words*

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1. **What ideas do you have about how you could work with OxLEP to promote and champion Apprenticeships if you win?** *max. 200 words*

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**Entries must be completed in full and submitted by email to** **skills@oxfordshirelep.com** **by MIDNIGHT on Monday 1st February 2021**

Please note: the information you provide will be used for the process of judging the Oxfordshire Apprenticeship Awards and to contact you in connection with the awards.

All data sent to us is subject to the Oxfordshire Local Enterprise Partnership privacy policy, which is accessible at [www.oxfordshirelep.com/privacy-policy](http://www.oxfordshirelep.com/privacy-policy)