



## Help to complete an employer of the year form

We appreciate that completing an entry form may seem daunting and we want to give you some pointers from previous award-winning entries to help you.

This document will just give you ideas on what you could be writing about – it won't tell you what to write. It's really to help get you thinking and prompt ideas.

### What are the judges looking for?

To win you want to impress the judges, so the first step is to understand what they're looking for and make sure those points are included in your answers.

These are not questions in the application form, but you might want to refer back to them.

Commitment - Can you write a sentence or two on how you have integrated your apprentices into your company and the development programme you offer them. Is that programme clearly set out, if so how?
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Contribution – Can you think of an example where your apprentice has really shone? And how this benefitted your business?
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Added Value – What additional learning and opportunities do you provide for your apprentices?
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Success – What stories do you have on apprentices that stayed on with your company or went on to be really successful in their careers?
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## Getting started on the application form

### **Q4 Please provide a brief description of your business, including an outline of its products or services (max. 250 words)**

Some ideas for what to include;

- What does the company do
- How many people does it employ and what range of jobs/titles e.g. including qualified coaches, apprentices and tutors
- Are you part of a wider network that supports your employees/apprentices e.g. *'International links have been created across Europe and Japan, allowing local young people to broaden their horizons'*
- Do you have clear company values/goals/ethics that inform your apprenticeship programme?

YOU CAN WRITE MORE AND SUBMIT ADDITIONAL INFORMATION IF YOU NEED TO.

If you have introductory videos for your company, why not include a link to them.

### **Q6. How do you ensure that your Apprenticeship positions are advertised as widely and accessible to as many potential applicants as possible? max. 250 words**

- Do you use social media?
- Do you advertise on job boards?
- Do you nurture relationships with schools/colleges?
- Do you run a referral scheme?
- How do you ensure equal opportunities?

Can you think of a specific example of a recruitment campaign that worked really well – what was it and what was the result?

### **Q7. How are Apprentices supported/mentored within your organisation and how do you ensure they have the maximum opportunity to put their skills and learning into practice within the workplace? Include any information on additional training or learning opportunities provided outside the Apprenticeship scheme. max. 250 words**

Can you provide examples of some of the below or something similar?

- Structured learning pathways – examples
- Structured support mechanism -



- Integration into workplace – include earlier ‘commitment’ notes if appropriate
- Personalisation of progression
- Additional learning opportunities - include earlier ‘Added Value’ notes if appropriate

**Q8. What measures do you put in place to support your Apprentices’ progress into new roles within or outside your organisation? Please include examples. max. 250 words**

- Do you offer roles/contracts on completion of apprenticeship?
- Example of job titles/career pathways they might follow – e.g. junior, senior, associate
- Do you encourage apprentices to apply for internal roles?
- Do you have a career development programme?
- Do you discuss with your apprentices how they want to progress and support them to succeed?
- Include earlier note on ‘success’ here to demonstrate how you supported career development -if appropriate

**Q9. If successful, what ideas do you have about how you could work with OxLEP to promote Apprenticeships across the county? max. 250 words**

Have a look at this page for [more info on what OxLEP Oxfordshire Apprenticeships do](#)

- How might you promote your win?
- Do you have ideas on how you can work with OxLEPS to attract more apprentices?
- Do you have ideas on how you can work with OxLEPS to attract more businesses to offer apprenticeships?
- Do you have ideas on how you winning this award help support apprenticeships in general?

**Q10. Supporting statements**

**Please provide supporting statements from a current or recent Apprentice (during previous 12 months) and from an Apprenticeship training provider you have worked with. max. 250 words**

### **1. Apprentice**

Some ideas for what might be included.

- Can they think of specific examples where they felt integrated and part of the team?
- Can they share how you are supporting their long-term career goals?
- Is there a moment/experience in their apprenticeship they are especially proud of?



## 2. Training Provider

Some ideas for what might be included

- How long have you worked with the company?
- What stands out to you in terms of their offering?
- Do you have any specific examples of where they have gone above and beyond?

**Again – this document and the ideas included are just to help you think about what you could be putting in your application – they are prompts only.**

**Do not forget – you can enclose up to 4 A4 pages of additional information such as pictures, press cuttings, graphs, figures, examples of promotional material and awards that help to support your entry and showcase your organisation as an exemplary Apprenticeship Employer.**

**If you feel you need more help to complete the entry form please give us a call on 0345 2411 196 or email [skills@oxfordshirelep.com](mailto:skills@oxfordshirelep.com).**

**Best of Luck**