Hello! We are delighted that you’ve taken the first step to entering the School Engagement Employer Award. There are a few questions to complete, which shouldn’t take too long and it’s well worth the effort!

This category is open to employers in Oxfordshire, regardless of size and sector, that have exceeded normal standards and expectations in engaging with local schools and colleges to inspire the next generation. This could be e.g. through providing virtual or face to face work experience opportunities, industry insights or career-related projects.

For the purposes of this award, an Oxfordshire school engagement employer is defined as follows:

* Has management autonomy in Oxfordshire
* Provides career enrichment activities for young people living in Oxfordshire
* Has been engaging with Oxfordshire schools and colleges for at least 12 months before the closing date (i.e. from at least 1st February 2020)

**THE JUDGES WILL BE LOOKING FOR EVIDENCE OF:**

1. Quality: the winning employer will be able to demonstrate that their careers activity is meaningful, inclusive, high quality and adds value for both learners and the employer
2. Innovation: the winning employer will be able to provide examples of how they have been able to innovate in order to continue delivering career enrichment activities or develop new ones during the exceptional circumstances resulting from COVID-19
3. Future value: the winning employer will showcase how engaging with local schools and colleges forms part of their plans for recruitment and future workforce development
4. Success: the winning employer will be able to evidence the success of their activity e.g. successful recruitment, benefits to business and current staff

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

Entries must be endorsed by someone who has benefitted from a careers enrichment activity provided by the organisation e.g. a school Careers Lead, or a current employee who previously completed a work experience placement with the company.

After application forms have been reviewed, the judges will assess the applications and compile a short-list of organisations to interview, after which they will make their decision on the finalists and overall winner.

1. **General business information**

|  |  |
| --- | --- |
| Business name |  |
| Company no *(if applicable)*  |  |
| Business address |  |
| Telephone |  |
| Email |  |
| Date trading started |  |
| Number of employees |  |

1. **Contact information**

|  |  |
| --- | --- |
| Contact name |  |
| Position |  |
| Telephone |  |
| Email |  |

1. **Head office**

|  |  |
| --- | --- |
| Do you trade from Oxfordshire? Is the address above your main or trading office?  | Yes / No |
| Do you report to an external / other Head Office?  | Yes / No |
| If you do report to an external head office please give details below |
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1. **Please provide a brief description of your organisation, including an outline of its products or services** *max. 200 words*

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1. **Please describe how your organisation engages with Oxfordshire schools and colleges to inspire the next generation. Include examples of good practice (e.g. how you make activities accessible to all learners)**

*max. 500 words*

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1. **How do you ensure that your school engagement activities are meaningful for learners? (e.g. feedback from learners, review of work experience placements)**  *max. 250 words*

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1. **How has your organisation been able to innovate in order to continue delivering career enrichment activities or develop new ones during the exceptional circumstances in 2020?** *max. 250 words*

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1. **What benefits has engaging with schools brought to your organisation? Please give examples of successes (e.g. a piece of work delivered during work experience, raised awareness of company/sector, an Apprentice employed as a result)** *max. 250 words*

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1. **What ideas do you have about how you could work with OxLEP to encourage other employers to engage with local schools if you win?** *max. 200 words*

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**Supporting statement**

**Please provide a supporting statement from someone who has benefitted from a careers enrichment activity provided by your organisation e.g. a school Careers Lead, or a current employee who previously completed a work experience placement with the organisation** *max. 250 words*

|  |  |
| --- | --- |
| Name |  |
| Job title |  |
| Relationship to employer |  |
| **Tell us why this employer deserves to win:** |

**You can enclose any additional information such as photos, press cuttings, graphs, figures, promotional material and awards that help to support your entry and showcase your organisation as an exemplary school engagement employer** *(please limit this additional material to no more than 4 pages of A4).*

**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)