We are delighted that you’ve taken the first step to entering the Oxfordshire Apprenticeship Awards! 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 smaller employers in Oxfordshire, regardless of sector, that have exceeded normal standards and expectations in providing a high-quality Apprenticeship experience.*

For purposes of this award an Oxfordshire small employer is defined as follows:

* Employs **less than** **50** people (based on total number of employees, not full-time equivalent). NB Employers with less than 10 employees should enter the Apprenticeship Employer of the Year (<10) category
* Has management autonomy in Oxfordshire
* Employs Apprentices that work in Oxfordshire
* Has employed Apprentices for at least 12 months before the closing date (i.e. from at least 19th January 2019)

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

1. Commitment: the winning employer will be able to demonstrate that Apprenticeships are fully integrated within the organisation with a clear future development programme
2. Contribution: the winning employer will showcase how their Apprenticeships have enabled the business to grow and exceeded expectations for both the employer and the Apprentices
3. Added value: the winning employer will have provided additional learning opportunities above and beyond training provided by the Apprentice training provider
4. Success: the winning employer will be able to evidence a positive onward journey, either through retention by the employer, or progression post-Apprenticeship

**IMPORTANT:**

This category relates to employers engaged in Education & Skills Funding Agency / Apprenticeship Levy funded and regulated Apprenticeship schemes, delivered by contracted and approved training providers. If you are unsure whether your programme qualifies, please contact us at skills@oxfordshirelep.com to discuss.

Endorsements are required and must include an existing/recent Apprentice and a training provider.

After application forms have been reviewed, the judges will assess the applications and compile a short-list of employers 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 |  |
| Web address |  |
| Date trading started |  |

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 |
|  |

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

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1. **Apprenticeship details**

|  |  |
| --- | --- |
| When did your Apprenticeship scheme commence? |  |
| How many staff do you employ? |  |
| How many Apprentices do you currently employ? |  |
| How many Apprentices have you trained previously? |  |
| What Apprenticeships do you offer? Include brief details on job role(s) and level of Apprenticeship (eg intermediate, advanced, higher) |  |

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

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1. **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*

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1. **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*

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

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**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**

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

**2. Training provider**

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

**Please feel free to enclose any additional information such as pictures, press cuttings, graphs, figures, promotional material and awards that help to support your entry and showcase your organisation as an exemplary Apprenticeship 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 13th January 2020.**

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 our privacy policy, which is accessible at [www.oxfordshirelep.com/privacy-policy](http://www.oxfordshirelep.com/privacy-policy)