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 employers in Oxfordshire, regardless of size and sector, that have exceeded normal standards and expectations in providing high-quality work experience placements.*

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

* Has management autonomy in Oxfordshire
* Provides work experience placements for people living in Oxfordshire
* Has been providing work experience placements for at least 12 months before the closing date (i.e. from at least 13th January 2019)

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

1. Quality: the winning employer will be able to demonstrate that work experience placements are meaningful, high quality and add value for both the learner and employer
2. Support: the winning employer will provide exceptional support for learners on their work experience placements and seek their feedback through a review process in order to develop and improve
3. Future value: the winning employer will showcase how work experience placements form part of their plans for recruitment and future workforce development
4. Success: the winning employer will be able to evidence the success of their work experience placements e.g. workforce growth, benefits to business and current staff

If you are unsure whether you are eligible to enter, please contact us at [skills@oxfordshirelep.com](mailto:skills@oxfordshirelep.com) to discuss.

Entries must be endorsed by someone who has benefitted from work experience at the organisation e.g. a school work experience coordinator, 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 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 |  |
| 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 | |
|  | |

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. **Work experience details**

|  |  |
| --- | --- |
| When did you start offering work experience placements? |  |
| How many work experience placements do you provide? (e.g. over the last 5 years) |  |
| What types of work experience do you provide? Please give details of type (e.g. one week) and learner (e.g. school students, older learners) |  |

1. **How do you ensure that your work experience placements are meaningful for the learner? (e.g. planning ahead, meeting in advance, structure, involving staff)**  *max. 250 words*

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1. **What support is put in place for a learner while they are on a work experience placement with you?** *max. 250 words*

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1. **How do you review and evaluate your work experience placements? Please give examples of how placements have evolved as a result of feedback** *max. 250 words*

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1. **What benefits have work experience placements brought to your organisation? Please give examples of successes (e.g. a piece of work delivered, raised awareness of company/sector, an Apprentice employed as a result)** *max. 500 words*

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1. **If successful, what ideas do you have about how you could work with OxLEP to encourage other employers to offer work experience placements?** *max. 250 words*

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**Supporting statement**

**Please provide a supporting statement from someone who has benefitted from work experience at the organisation e.g. a school work experience coordinator, or a current employee who previously completed a work experience placement with the company.** *max. 250 words*

**1. Statement**

|  |  |
| --- | --- |
| Name |  |
| Job title |  |
| Relationship to employer |  |
| **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 work experience 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**](mailto:awards@oxfordshireapprenticeships.co.uk) **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)