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 small and medium sized enterprises (SMEs) 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 SME is defined as follows:

* Employs **less than** **250** people (based on total number of employees, not full-time equivalent)
* 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 16th February 2022)

**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.

We require statements from a current or recent Apprentice and a training provider to support your entry.

If you’re not sure whether your organisation is eligible to enter, please contact us at [skills@oxfordshirelep.com](mailto:skills@oxfordshirelep.com) for advice.

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. 150 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. 150 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. 200 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. 200 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. 150 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. 200 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**](mailto:skills@oxfordshirelep.com) **by MIDNIGHT on the evening of Friday 17th February 2023.**

**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.

If you are chosen as a finalist, details of your story may be shared at the awards ceremony. All data sent to us is subject to the Oxfordshire Apprenticeship Awards Privacy Policy, which is accessible at [www.oxfordshirelep.com/oaawards2023](http://www.oxfordshirelep.com/oaawards2023)