



Lincolnshire Apprenticeship Champion Awards 2023

Lincolnshire Apprentice Champion 2023 Application Guidelines

Lincolnshire County Council, Lincolnshire Public Service Compact and the Greater Lincolnshire Local Enterprise Partnership are delighted to sponsor the Lincolnshire Apprenticeship Champion Awards 2023. The awards open for applications on 9 January 2023 and will close on 10 March 2023.

The winning champions will be announced on **Thursday 18 May 2023** from **4-6PM** at **The Showroom, Tritton Road, Lincoln, LN6 7QY**. All applicants will receive a Highly Commended Certificate to acknowledge their achievements.

What makes a winner?

The Lincolnshire Apprentice Champion 2023 Award seeks to acknowledge and celebrate apprentices' exceptional achievements and contributions to their workplace.

Judges are looking for entrants that make a real difference to the organisation they work in by exceeding expectations and delivering measurable benefits. In particular judges would like to see:

- Commitment to personal development and progression through learning
- Outstanding contributions to the business, such as areas or projects where the apprentice has exceeded expectations
- Examples of achievements in learning and work
- Inspirational qualities

Who should enter?

Applicants must be an apprentice who lives or works in Lincolnshire, have been on programme for at least 6 months on 10 March 2023, or completed their Apprenticeship during 2022.

Key Dates

- Deadline for completed application forms: **10 March 2023**
- Adjudication: 13 March – 14 April 2023
- Decisions communicated by email to applicants: week commencing 17 April 2023
- Awards Ceremony: Thursday 18 May 2023

How to enter

The application form should be returned by email to Place_LearningTeam@lincolnshire.gov.uk by **midnight on Friday 10 March 2023**.



Completing the form

In 2023, applications for Lincolnshire Apprentice Champion 2023 should be made by the apprentice wishing to be considered for an award. You will be asked to supply a third-party endorsement to support your application.

Please read these guidance notes carefully – they will help you to complete the application form.

The application form is split into four sections.

Section 1 – Contact Information

Section 2 – Background Information

Section 3 – Application

Section 4 – Third Party Endorsement

Please ensure that you follow the guidance notes as this will enable you to provide the information that the judges need. All entries will be treated in the strictest of confidence.

Guidance on completing your application

Please complete all sections of the application form. Incomplete entries will not be progressed to the judging stage. Forms should be completed and submitted electronically. If the forms are handwritten, please make sure that they are legible, completed using black ink and that they can be scanned and emailed.

Please observe and adhere to the word count as outlined in each question. Judges will not consider any content that exceeds the defined word count.

Section One – Contact Information

In this section, we will ask you for your contact information for the purposes of processing your entry and confirming your eligibility for the awards. We will also ask for the details of your employer and training provider.

Section Two – Background Information

This is where you need to provide the judges with information about your apprenticeship, your previous qualifications and experience, your achievements to date including progression as a result of the apprenticeship, and a little about your employer. This section will not be scored but will give the judges some background with which to assess your entry.

Section Three - Application

Please answer all questions as fully as possible. Include evidence such as quotes from clients, colleagues, statistics, comparative data of KPIs, etc. Remember the judges will be looking for evidence of achievement, commitment, and business benefits as a result of your apprenticeship.



Question 1 – Please explain why you chose an apprenticeship, outline your role and how this relates to business objectives (25%)

In this section, we would like to hear about how you found out about apprenticeships and the main factors in your choice to undertake an apprenticeship. This could include information on your personal and professional experience, and how the apprenticeship supports your career goals. You may want to describe any other relevant factors that led to your decision to undertake an apprenticeship. In this question, you should also briefly describe your job role, and how it fits into the business that you work for. **(Max 250 words)**

Question 2 – Please detail what you have accomplished through your apprenticeship, and why you think that your achievements are exceptional (25%)

In this question, the judges will be looking for evidence of the impact that the apprenticeship has had on you professionally and personally. You could talk about specific achievements within the workplace as a result of the apprenticeship, or how this training has impacted your interpersonal skills such as confidence, communication or teamwork. You could talk about development or progression opportunities that you have undertaken or the wider benefits that you have experienced because of the apprenticeship **(Max 250 words)**

Question 3 – Please detail how you have contributed to the success of the organisation that you work for (25%)

The judges are seeking to understand the ways in which you have contributed to the success of your employer. This could include outlining specific projects that you have undertaken and their impact, ways in which you have contributed to business KPIs or how you have supported colleagues to improve their productivity. You should cite any evidence of your contributions such as quotes from staff or customers, progress against targets etc **(Max 250 words)**

Section Four – Third Party Endorsement

This question asks for a third-party endorsement to support your application for consideration as Lincolnshire Apprentice Champion 2023. The third-party endorsement should either come from a representative of your employer or training provider.

Endorsers will be asked to confirm their organisation, role and contact details so that the endorsement can be verified.

Question 4 – Why do you think that this candidate should be considered for Lincolnshire Apprentice Champion 2023 (25%)?

In your answer, you should outline the aspects of the apprentice's performance that you consider to be exceptional. This could include the opportunities that they have embraced to develop and progress, any barriers that they have overcome or specific examples of where they have gone above and beyond in their role, making a significant contribution to their employer, and highlighting any impact that the apprentice has had on the business.

Supplementary Private Video Evidence (Optional)

In 2023, we are trialling the option for applicants and endorsers to provide supplementary video evidence to support their written answers. It is not mandatory to submit a video and candidates who do not submit one will not be penalised in the judging process. The content of any video submissions should reflect questions 1-3 for applicants and question 4 for endorsers.

If you would like to submit a private video, we recommend that you upload your video to YouTube and paste the link into the application form. Please ensure that videos are set to private before sharing – this will ensure that only the individuals connected with the awards can view the video and will help to protect your anonymity. Video evidence submitted will only be used to support the judging process and will not be used in any publicity associated with the awards.

Please see below the following support pages for how to upload and share videos to YouTube.

How to upload a video

<https://support.google.com/youtube/answer/57407?hl=en-GB&co=GENIE.Platform%3DDesktop#zippy=%2Cdetails>

How to change privacy settings

<https://support.google.com/youtube/answer/157177?hl=en#zippy=%2Cprivate-videos>

How to share a video

<https://support.google.com/youtube/answer/57741?hl=en>

For supplementary videos, we are setting a time limit of:

- 5 minutes for applicants
- 2 minutes for endorsers

If you have further questions with regards to submitting video evidence, please email

Place_LearningTeam@lincolnshire.gov.uk

Declaration

For both applicants and endorsers, you will need to confirm that the information provided is true to the best of your knowledge.

You will give consent to be considered for Lincolnshire Apprentice Champion 2023 confirming in the declaration that you agree to the nomination and are happy to participate in publicity activity related to the Awards.



The endorser will be asked to confirm that they support your application to be considered for Lincolnshire Apprentice Champion 2023, and that they are happy for the information provided to be used with publicity material for the awards.

Electronic signatures are acceptable.

Help with your application

If you require any help with your application, please contact email Place_LearningTeam@lincolnshire.gov.uk

Submitting your application

Please return your completed application form by email to:

Place_LearningTeam@lincolnshire.gov.uk

Conditions of entry

The organisers cannot accept any responsibility for loss or damage of an entry. All entries will be treated in the strictest of confidence. The judges' decisions will be final, and no correspondence or discussion will be entered into regarding the selection of winners.

All entries will be acknowledged by email to the applicant and learning provider email provided in the application. If you do not hear from us, please email Place_LearningTeam@lincolnshire.gov.uk