

## Lincolnshire Apprenticeship Champion Awards 2023

# Lincolnshire Employer 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 Employer Champion 2023 Award seeks to acknowledge and celebrate employers' commitment to the development of their staff. The winning employer will demonstrate commitment to excellence in skills development through high quality training support to their apprentices in a way that enables long term business growth and sustainability.

Judges are looking for employers that deliver excellence in Apprenticeships through:

- Clear partnership working with their training provider
- Providing meaningful development opportunities to support Apprenticeship achievement
- Enabling Apprentices to develop beyond their current role
- Identifying and supporting opportunities for Apprentices to progress into long term or higher level employment within the business

### Who should enter?

Any business who has employed an Apprentice at a Lincolnshire base who has been on programme for at least the last 6 months on 10 March 2023, or who completed their Apprenticeship programme during 2022. National employers are welcome to apply, but the application must relate to the provision of apprenticeships within Lincolnshire.

### 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](mailto:Place_LearningTeam@lincolnshire.gov.uk) by **midnight on Friday 10 March 2023**.

### **Completing the form**

In 2023, Applications for Lincolnshire Apprenticeship Employer Champion 2023 should be made by the organisation 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 the primary contact for the entry, including for publicity purposes. We will also use this information to confirm eligibility of your business to be included in consideration for the awards.

### **Section Two – Background Information**

This is where you need to provide the judges with information about your organisation, its size, the sector you operate in, the number of Apprentices that you employ and the Apprenticeship Standards that the organisation supports. If you are a national employer, we ask you to confirm how many apprentices you employ are based in Lincolnshire including the standards undertaken in the area.

### **Section Three - Application**

Please answer all questions as fully as possible. Include evidence such as quotes from clients, staff/apprentices, statistics, comparative data, etc. Remember the judges will be looking for evidence of achievement, commitment, business benefits from skills investment and best practice/transferability.

**Question 1 – Please explain your approach to apprenticeships within your organisation in Lincolnshire (25%)**

In this question, the judges will be looking to understand your organisation's rationale for employing apprentices. This could include information on how apprenticeships fit within your approach to recruitment and staff development. Your answer could make reference to how apprenticeships contribute to staff retention, succession planning and addressing skills gaps. You could also outline how you work with partner training providers to develop training that meets the needs of your business **(Max 250 words)**

**Question 2 - Please describe the benefits that apprenticeships have brought to your organisation and your apprentices in Lincolnshire (25%)**

The judges will be looking for evidence of how your business and/or apprentices have benefited from apprenticeships. This may include specific examples of how you support apprentices with career progression, promotion, overcoming obstacles, confidence, autonomy or specialist projects. For benefits to the organisation, you could consider examples of the benefits gained as a result e.g., reduced staff turnover, improved retention, reduced recruitment costs, etc. **(Max 250 words)**

**Question 3 - Please explain why you think your Lincolnshire based apprenticeship programme is exceptional (25%)**

In this section, the judges are looking to understand the strengths and wider benefits offered by your apprenticeship programme. This could include the wider benefits such as long-term progression or development opportunities. The judges are particularly interested in processes the employer has in place to support disadvantaged apprentices overcome barriers such as care leavers, disability or health condition, learning difficulty, caring responsibilities 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 Apprenticeship Employer Champion 2023. The third-party endorsement should either come from a representative of a training provider who is working with you to deliver existing apprenticeships, or an apprentice employed within your organisation who has been on programme for at least 6 months on 10<sup>th</sup> March 2023 or completed their apprenticeship during 2022.

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 employer should be considered for Lincolnshire Apprenticeship Employer Champion 2023 (25%)?**

In your answer, you should outline the aspects of the employer's approach to apprenticeships that you consider to be exceptional. This could include the opportunities that the employer makes available for apprentice development and progression, systems adopted to support apprentices overcome barriers and specific examples of where the employer has gone above and beyond to support apprentices. You could also discuss the impact that apprenticeships have had on business growth and productivity, the contribution to addressing skills gaps or staff retention **(Max 250 words)**

### 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](mailto: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.

An authorised member of staff will give consent for your organisation to be considered for Lincolnshire Apprenticeship Employer Champion Award 2023 confirming in the declaration that they 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 the employer's application to be considered for Lincolnshire Apprenticeship Employer 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 email [Place\\_LearningTeam@lincolnshire.gov.uk](mailto:Place_LearningTeam@lincolnshire.gov.uk)

### **Submitting your application**

Please return your completed application form by email to:

[Place\\_LearningTeam@lincolnshire.gov.uk](mailto: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](mailto:Place_LearningTeam@lincolnshire.gov.uk)