

## Lincolnshire Apprenticeship Champion Awards 2023

# Lincolnshire Training Provider 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 nominations on 9 January 2023 and will close on 10 March 2023.

The winning champions will be announced on **Thursday 19 May 2022** from **4-6PM** at **The Showroom, Tritton Road, Lincoln, LN6 7QY**. All nominations will receive a Highly Commended Certificate to acknowledge their achievements.

### What makes a winner?

The Lincolnshire Apprenticeship Training Provider Champion Award 2023 seeks to acknowledge and celebrate training providers' commitment to designing and delivering high quality apprenticeships that meet both employer and apprentice needs. The judges are looking for training providers that demonstrate commitment to excellence in skills development through high quality partnership working with employers, ambitious curriculum design and delivery, and individualised support to ensure that apprentices succeed and progress.

Judges are looking for training providers that deliver excellence in Apprenticeships through:

- Clear partnership working with employers that contributes to curriculum design
- Ambitious, high-quality training delivered to apprentices
- High levels of support for apprentices with additional needs or barriers to learning
- Identifying and supporting opportunities for Apprentices to progress into long term employment or higher-level education

### Who should enter?

Any Training Provider delivering Apprenticeships within Lincolnshire, supporting apprentices who have been on programme for at least the last 6 months on 10 March 2023 or have complete apprenticeship programmes that finished in 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](mailto:Place_LearningTeam@lincolnshire.gov.uk) by **midnight on Friday 10 March 2023**.

**Please note that, due to the current situation with Covid-19, we are unable to accept postal entries.**

## Completing the form

In 2023, Applications for Lincolnshire Training Provider 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, the number of Apprentices that you deliver to, the Apprenticeship Standards they are undertaking and how apprenticeship delivery fits within your wider business activities. If you are a national provider, we ask you to confirm how many apprentices you support are based in Lincolnshire including the standards undertaken by these apprentices.

### Section Three - Application

Please answer all questions as fully as possible. Include evidence such as quotes from employers, apprentices, statistics, comparative data, etc. Remember the judges will be looking for evidence of the impact of your apprenticeship delivery on Lincolnshire employers and apprentices.

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.

#### ***Question 1 - Please describe how you engage with Lincolnshire employers to develop high-quality apprenticeship programmes (30%)***

In this question, the judges will be looking to see evidence of how you work in partnership with employers in Lincolnshire to design and deliver high quality and ambitious apprenticeship programmes. Examples could include the approach that you take in engaging with employers, building relationships and ongoing support throughout the programme. The judges will be looking for examples of how you deliver off-the-job apprenticeship training that meets employers' needs and ensures that apprentices are well equipped for their next steps **(Max 300 words)**

#### ***Question 2 – Please detail how you develop apprentices in Lincolnshire (30%)***

Please provide examples of how the apprentice/apprentices have benefited from your input on their apprenticeship. The judges will be looking for evidence of how the apprentice or apprentices have been assessed for skills gaps or learning needs, what you have put in place to address these. This may include specific skills development, additional training or enrichment provided, support in overcoming obstacles, or supporting apprentices to progress into higher level employment or education. **(Max 300 words)**

#### ***Question 3 – Please describe your approach to widening participation in apprenticeships in Lincolnshire (15%)***

Please detail the processes that you have in place to ensure that apprenticeship opportunities are available to a wide range of individuals. This could include pre-Apprenticeship opportunities, robust careers advice or practical support and guidance in removing barriers to engagement. Judges will be looking for evidence of the impact of these processes in widening participation in apprenticeships to those from disadvantaged groups such as care leavers, individuals with a disability, health condition or learning difficulty, individuals with caring responsibilities etc. **(Max 150 words)**

### Section Four – Third Party Endorsement

This question asks for a third-party endorsement to support your application for consideration as Lincolnshire Apprenticeship Training Provider Champion 2023. The third-party endorsement should either come from a representative of an employer who is working with you to deliver existing apprenticeships, or an apprentice learning with you who has been on programme for at least 6 months on 10 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.

### **Why do you think that this training provider should be considered for Lincolnshire Apprenticeship Champion 2023 (25%)**

In your answer, you should outline the aspect of the Training Provider's approach to apprenticeships that you consider to be exceptional. This could include the training provider's contribution to apprentice development and their support of employers, taking into account wider enrichment and career development opportunities that the training provider offers, flexibility and responsiveness of the provider to business needs and the support provided in enabling apprentices to achieve their programme. Please outline any examples where you feel that the training provider has gone above and beyond in the delivery of apprenticeships **(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 Training Provider Champion 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 Training Provider 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)