

**FE Week** aelp 

# AAC

2018

# AWARDS

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**FE WEEK & AELP**  
**APPRENTICESHIP AWARDS**

A celebration of excellence in  
apprenticeship delivery

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**AWARDS QUESTIONS AND ANSWERS**

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For more information visit [FEWEEKAAC.COM](http://FEWEEKAAC.COM) OR  
EMAIL [AAC@FEWEEK.CO.UK](mailto:AAC@FEWEEK.CO.UK)

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## AWARDS QUESTIONS AND ANSWERS

### AM I ELIGIBLE TO THE AAC APPRENTICESHIP AWARDS?

Entries will only be accepted from employers, providers and individuals involved in the development or delivery of recognised apprenticeships in the UK. Apprenticeships can either be frameworks new Apprenticeship Standards.

### WHAT IS THE CLOSING DATE FOR ENTRIES?

You must ensure your application is submitted by 17:00 on 15th January 2018. We will email you a confirmation of receipt.

### IS THERE A CHARGE FOR ENTERING?

No, entry to the awards is free.

Tickets for the awards dinner are available for purchase, see <http://feweekaac.com/>. Regional winners will receive a free pair of tickets to the national and regional awards reception.

### HOW DOES THE AWARDS PROCESS WORK?

The AAC Apprenticeship Awards are a competitive process and there are regional and national awards.

1. Firstly, all applications are read and coded so that the applications are given anonymously to our judges
2. The applications are sent to our judges on mid-January 2018 for review
3. The judging panel will meet to decide regional and national winners on Wednesday 24th January
4. Applicants will be notified of the outcome and invited to regional events, which will take place in w/c 5th March 2018
5. Regional winners will be offered a pair of tickets to the national awards dinner
6. Regional finalists will be publicly announced and published in FE Week on Friday 9 March
7. The National AAC Apprenticeship Awards winners will be announced at the awards dinner on Thursday 22nd March.

### WHO IS ON THE JUDGING PANEL?

Our judges have been selected from across the sector. The judging panel will be announced in January 2018.

### HOW DO I KNOW THAT MY APPLICATION HAS BEEN ACCEPTED?

You will only be entered into the AAC Apprenticeship Awards once you have submitted your application and you have received an email confirmation. We will not review applications until after the closing date, so it's your responsibility to ensure that the application is complete.

### HOW DO I APPLY?

Applications should address the award criteria and include any relevant data or supporting evidence. The submission will have two parts:

1. The application form – confirming the details of the organisation or individual being nominated and confirming which award is being applied for. Each nomination should complete a separate form. It should also provide a brief summary of the how you meet the criteria
2. This is your application document and it should be anonymous. Judges will not see the names of the organisations or individuals submitted. Your submission should outline how you meet the criteria for your specific award and include any case studies, data or testimonials that you wish to include. Submissions are limited to 2,000 words.

Both parts of the application should be submitted via our application system. This can be accessed via [feweekaac.com/aac-awards](http://feweekaac.com/aac-awards). Once we have received your application we will confirm this via email with 5 working days.





## AWARDS QUESTIONS AND ANSWERS

### CAN I NOMINATE SOMEONE FOR AN AWARD?

Yes, applications can be sent in either for your own company or an individual or for someone you believe meets the criteria. As the application form requires contact details, we suggest you speak to the person you're intending to nominate.

### ARE THERE ANY SPONSORSHIP OPPORTUNITIES FOR THE AWARDS?

There are a number of different sponsorship opportunities available for the Awards. Please contact [aac@feweek.co.uk](mailto:aac@feweek.co.uk) to obtain further information.

### CAN I ENTER MORE THAN ONE AWARD?

Yes, you can only make one application per award, but you can enter as many awards as you wish and, of course, meet the criteria for?

### WHAT ARE THE CRITERIA?

The criteria are per award and are listed below:

#### Subject Apprenticeship provider of the year

There are six awards of this type, one each for the following subjects:

1. Engineering & Manufacturing
2. Business and Administrative
3. Social Care, Childcare and Education
4. Construction
5. Sales, Marketing and Procurement
6. Digital

These awards recognise excellence in the delivery of apprenticeships in that sector. It is open to all types of apprenticeship providers in these sectors.

For these awards, the judges are looking for:

- High levels of engagement with employers and apprentices
- Sustained commitment to working with employers in your sector, particularly how your provision adapts to meet employer requirements
- Evidence of high levels of learner retention, progression and positive outcomes
- Explanation of why you believe your organisation should be provider of the year
- Evidence of high quality teaching/tutoring throughout.

#### Promoting Apprenticeships campaign of the year

This award recognises outstanding activity during the year to promote apprenticeships. The targeted audience for this activity or campaign in this award is broad, however, the judges would be particularly interested in campaigns that demonstrate good practice or innovation in promoting apprenticeships within schools and/or in the provision of information, advice and guidance to groups that would not otherwise have considered apprenticeships.

For this award, the judges are looking for:

- A coordinated activity or campaign to promote apprenticeships to any audience
- Evidence of increased engagement from the activity or campaign's target audience





## AWARDS QUESTIONS AND ANSWERS

- Demonstrating consistently high levels of retention and achievement rates for learners, where applicable
- Effective partnerships to deliver campaign outcomes

### **Apprenticeship Provider of the year**

This award will recognise excellence in the delivery of apprenticeships from a single provider. It is open to all types of apprenticeship provider, not limited to the sectors covered by the subject awards.

For this award, the judges are looking for:

- High levels of engagement with employers and apprentices, across all apprenticeship provision
- Sustained commitment to working with employers, particularly how your provision adapts to meet employer requirements
- Evidence of high levels of learner retention, progression and positive outcomes
- Explanation of why you believe your organisation should be provider of the year
- Evidence of high quality teaching/tutoring throughout.

### **Apprentice Employer of the Year**

This award recognises outstanding commitment to apprentices and apprenticeships within an organisation. It is open to employers from all sectors and all sizes.

For this award, the judges are looking for:

- Evidence of commitment to apprenticeships within your whole organisation, including an overview of how your apprenticeship programmes are embedded within the organisation
- Explanation of the success apprenticeships have brought to the organisation and the benefits of your apprenticeship programme
- Evidence of how you support your apprentices, particularly where this is beyond the baseline requirements of the relevant apprenticeship framework(s)/standard(s)
- Explanation of why you believe your organisation should be apprentice employer of the year

### **Outstanding contribution to the development of apprenticeships (individual & NATIONAL AWARD ONLY)**

This award recognises the outstanding contribution of an individual to the development of apprenticeships. This could be from any perspective, local to national, subject-specific to sector-wide.

For this award, the judges are looking for:

- Explanation of the reason for nominating this person
- Evidence of the contribution the individual has made to the development of apprenticeships either during the year or over the course of a career





## AWARDS QUESTIONS AND ANSWERS

### **Outstanding contribution to the development of apprenticeships (employer or provider & NATIONAL AWARD ONLY)**

This award recognises the outstanding contribution of an employer or provider to the development of apprenticeships. This could be from any perspective, local to national, subject-specific to sector-wide.

For this award, the judges are looking for:

- Explanation of the reason for nominating this employer or provider
- Evidence of the contribution the employer or provider has made to the development of apprenticeships either during the year.

If you have any questions please do not hesitate to contact us at [aac@feweek.co.uk](mailto:aac@feweek.co.uk).

***Good luck with your applications!***



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# AAC

2018  
**AWARDS**



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