

**FEWEEK**



# **AAC 2019 AWARDS**

---

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

A celebration of excellence in  
apprenticeship delivery

---

### **AWARDS QUESTIONS AND ANSWERS**

---

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

---



## 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 or new Apprenticeship Standards.

### WHAT IS THE CLOSING DATE FOR ENTRIES?

You must ensure your application is submitted by 17:00 on Friday 21st December 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/>.

Route award winners and regional winners will receive a free pair of tickets to the parliamentary reception and national awards ceremony.

### HOW DOES THE AWARDS PROCESS WORK?

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

1. The AAC Apprenticeship Awards are a competitive process and there are two types of awards, Route Awards and National Awards. Route award winners and regional award winners for the national categories will be announced at the Parliamentary Reception on Monday 4th March. Regional winners will then become finalists for the national awards
2. Once the nomination process has been completed, all applications are read and coded so that the applications are given anonymously to our judges
3. The applications are sent to our judges in early January 2019 for review
4. The judging panel will meet to decide winners in all categories in late January
5. Shortlists will be announced in FE Week on February 1st 2019
6. Applicants will be notified of the outcome and invited to the parliamentary awards reception, which will take place at the Houses of Parliament
7. Route award winners will be offered a pair of tickets to national awards dinner
8. Regional winners of national categories will be offered a pair of tickets to the national awards dinner
9. The National AAC Apprenticeship Awards winners will be announced at the awards dinner on Thursday 28th March 2019.

### WHO IS ON THE JUDGING PANEL?

Our judges have been selected from across the sector. The judging panel will be announced in January 2019.

### 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, this can take around 5 working days. 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.

## AWARDS QUESTIONS AND ANSWERS

The online 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 and include any case studies, data or testimonials that you wish to include. Submissions are limited to a 150 word brief summary and 1,000 word full submission. The application should be submitted via our application system. This can be accessed via [feweekaac.com/aac-awards](http://feweekaac.com/aac-awards).

### 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?

#### Route Apprenticeship provider of the year

These awards recognise excellence in the delivery of apprenticeships in that sector. It is open to all types of apprenticeship providers in these sectors. There are 15 awards of this type, one each for the following subjects:

1. Agriculture, Environmental & Animal Care Apprenticeship provider of the year
2. Business & Administration Apprenticeship provider of the year
3. Care Services Apprenticeship provider of the year
4. Catering & Hospitality Apprenticeship provider of the year
5. Construction Apprenticeship provider of the year
6. Creative & Design Apprenticeship provider of the year
7. Digital Apprenticeship provider of the year
8. Education & Childcare Apprenticeship provider of the year
9. Engineering & Manufacturing Apprenticeship provider of the year
10. Hair & Beauty Apprenticeship provider of the year
11. Health & Science Apprenticeship provider of the year
12. Legal, Finance & Accounting Apprenticeship provider of the year
13. Protective Services Apprenticeship provider of the year
14. Sales, Marketing, Procurement Apprenticeship provider of the year
15. Transport & Logistics Apprenticeship provider of the year

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

For these awards, the judges are looking for:



## AWARDS QUESTIONS AND ANSWERS

- 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.

### Lifetime achievement award

This award will be given to the individual who, in the opinion of the judging panel, deserves to be honoured for his or her contribution to development and success of apprenticeships in the UK above and beyond their own work interests. Organisations and individuals are welcome to submit nominations for consideration.

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

### Apprenticeship Diversity Award

This award recognises apprentice employers and/or providers who've made an outstanding effort to increase the diversity of apprentices they work with. This award focusses on those organisations who can evidence a commitment to increasing their efforts to recruit a diverse workforce and demonstrate positive results. This award covers age, disability, gender, LGBT, race, religion & faith.

For this award, the judges are looking for:

- A coordinated activity or campaign to promote apprenticeships to a single or diverse group which is or was underrepresented
- Evidence of increased engagement from the activity or campaign's target audience
- Demonstrating consistently high levels of retention and achievement rates for learners, where applicable

### SEND Apprenticeship Champion Award

(Please note this award is national only)

This award recognises the efforts of apprentice employers and/or providers who are committed to providing apprenticeship opportunities for people with special and additional educational needs and disabilities.

For this award, the judges are looking for:

- Positive outcomes for apprentices with SEND through outstanding provision and support

- Evidence of the organisation targeting potential learners with SEND
- Evidence of support structures and systems put in place to allow successful completion of apprenticeship and progression

## **Outstanding contribution to the development of apprenticeships (individual)**

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

## **Outstanding contribution to the development of apprenticeships (employer)**

This award recognises the outstanding contribution of an employer 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
- Evidence of the contribution the employer or provider has made to the development of apprenticeships either during the year.

## **Outstanding contribution to the development of apprenticeships (provider)**

This award recognises the outstanding contribution of a 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 provider
- Evidence of the contribution the employer or provider has made to the development of apprenticeships either during the year

## **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**

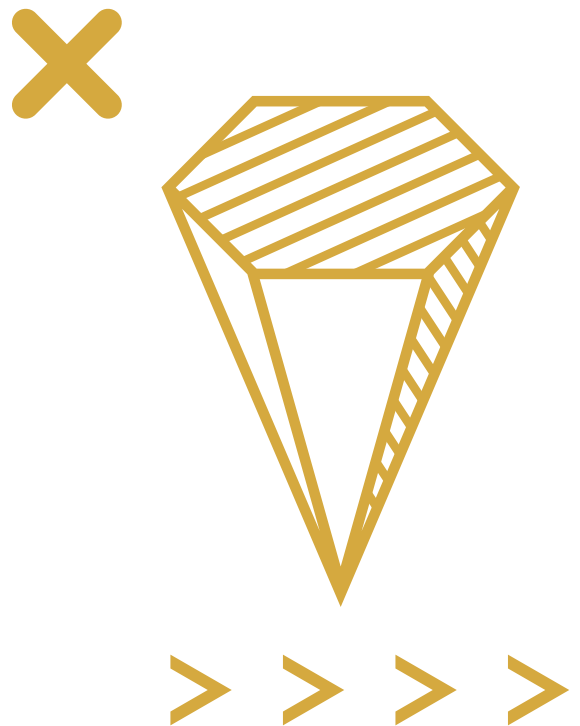
## AWARDS QUESTIONS AND ANSWERS

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

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



FEWEEK aelp 

**AAC**  
**2019**  
**AWARDS**

AAC APPRENTICESHIPS AWARDS IS ORGANISED BY LSECT LTD – IN PARTNERSHIP WITH THE ASSOCIATION OF EMPLOYMENT AND LEARNING PROVIDERS (AELP). LEARNING & SKILLS EVENTS CONSULTANCY AND TRAINING LIMITED. REGISTERED IN ENGLAND AND WALES. NO. 7423341. VAT NUMBER: 103586724 REGISTERED ADDRESS: 12 GROVE PARK ROAD, LONDON, SE9 4QA.