

The following 10-step plan is designed to help you quickly access information on how to enter the National Apprenticeship Awards 2018 **before you register online**:

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# 1

## Check you are eligible to enter the Awards

Entries will only be accepted from employers and apprentices that are based in England with SASE compliant apprenticeships (Specification of Apprenticeship Standards for England) or the new Apprenticeship Standards. Please read the Terms and Conditions of Entry 2018 on the [awards application site](#) for further information.

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# 2

## Choosing the category to enter

Employer of the Year categories (SME, Large and Macro) are based on your total headcount – not full-time equivalent – of employees in the UK. Please download the category guidance in step 3 for more information.

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# 3

## Download the category guidance

The category guidance provides an overview of the main questions you will be asked in the online application, including advice on what the judges are looking for in your answers and what information must be included. The category guidance is available on the [awards application site](#).

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# 4

## Attend a free Information Webinar – Optional

Free to attend Information Webinars are being held to help you start a winning entry. To find out more, visit the [awards application site](#) or join the Apprenticeship Awards mailing list by emailing [Apprenticeship.AWARDS@education.gov.uk](mailto:Apprenticeship.AWARDS@education.gov.uk).

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# 5

## Ensure your organisation only submits one entry

**Only one entry** is allowed per employer organisation. If you are a multi-sited organisation, your application will be allocated to the regional stage judging panel based upon the postcode of your organisation as given on the entry form. This is usually the location of your head office, or the site where the majority of the apprenticeship training takes place.

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# 6

## If you have a Parent Company or a subsidiary, please read this section before entering

A subsidiary may apply on behalf of the Parent Group, but this then excludes the Parent Group from applying. More than one subsidiary of the Parent Group may apply for the National Apprenticeship Awards, as long as the application refers only to the apprenticeships that are delivered wholly by that subsidiary. Any winning recognition will go to the subsidiary and **not** the Parent Group. Please list your associated organisations in the “Parent/Subsidiary details” question under “About your organisation” on the entry form.

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# 7

## Use your word count wisely

Using the downloaded category guidance (mentioned in step 3) consider and then plan your responses to each of the questions with a specific word count. Applications allow you to attach a supporting document to help evidence the claims made in your responses. Use a chart, table or graph to help demonstrate metrics such as statistics, quantifiable information and comparative data. Remember to provide a base line to show how your programme has progressed. The upload facility should not be utilised for items such as certificates, prospectuses documents or training materials.

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# 8

## Remember this is an opportunity to promote your organisation

Judges are looking for entrants who can demonstrate their commitment and contribution to apprenticeships, and the success that apprentices have brought to their organisation. Think about how you can back up your entry with evidence, including facts and figures and testimonies from people who are involved in your apprenticeship programme.

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# 9

## Prepare in advance

When completing your entry please keep in mind the following key dates (all dates may be subject to change):

- 25 May – Closing date for entries
- 8 August – Regional finalists announced
- w/c 10 September – 26 September – Regional ceremonies (regional winners automatically become national finalists and will be invited to the national ceremony)
- 28 November – National ceremony

If you are awarded as a regional winner, you will automatically become a national finalist, competing with the country's elite to become a national winner.

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# 10

## Get more information

Please read our Awards Q&A if you have further queries prior to entering. This is available to download from the [awards application site](#). Alternatively contact our helpline on 0800 954 8896 (Monday to Friday 9.00am to 5.00pm) or email [entries@appawards.co.uk](mailto:entries@appawards.co.uk)