



Awards Q and A

This document provides answers to some of the frequently asked questions about the National Apprenticeship Awards.

If you would like more information or help with your entry, you can email us at entries@appawards.co.uk or call the helpline on 0800 954 88 96.

What are the terms and conditions of entry?

Terms and Conditions

Applications and references (where applicable) to the National Apprenticeship Awards are subject to the following terms and conditions.

- The organisers cannot accept any responsibility for loss or damage of any entry. All entry forms will be acknowledged.
- All entries will be treated in the strictest confidence.
- The judges' decisions will be final and no correspondence or discussion will be entered into regarding the selection of the winners. Feedback can only be provided for shortlisted applications at national and regional area level, if this is available.
- The National Apprenticeship Awards are limited to England. Submissions from Scotland, Northern Ireland, Wales, the Isle of Man and the Channel Islands are not eligible unless the apprenticeship has taken place in England.
- Entries and references (where applicable) will only be accepted when submitted via the online entry form.
- Entries and references (where applicable) can be submitted no later than 5.00pm Friday 25 May 2018.
- Entries and references (where applicable) cannot be amended after the entry deadline has passed.
- Should the judges determine an entry submitted for one category is of greater relevance to another category, they may re-categorise that entry.
- Regional winners will automatically be shortlisted for the national stage. All regional winners will be invited to the national awards ceremony.
- Regional winners in the Rising Star category will be put forward to a public vote. Votes from the public will be combined with judges' scores to identify the winner.
- Entries and references (where applicable) may be edited by the National Apprenticeship Awards team to correct any erroneous administrative information.
- All entries and references (where applicable) will be vetted and verified for accuracy. Should it come to light that there are issues, whether ethical or factual, pertaining to any application, the National Apprenticeship Awards team reserve the right to withdraw that application, whether that application has been selected as a finalist or not.
- All entries and references (where applicable) will be read by assessors. Entries which are successful in the initial assessment stage will be read by judges.
- Employees of the Education and Skills Funding Agency and National Apprenticeship Service, their family members or friends shall not be permitted to enter.
- The Education and Skills Funding Agency and National Apprenticeship Service reserves the right to cancel or amend the National Apprenticeship Awards and these terms and conditions without notice for any event that is outside of the Education and Skills Funding Agency and National Apprenticeship Services' reasonable control. It is the responsibility of entrants to keep themselves informed as to any changes to the terms and conditions of entry. The latest version of the Terms and Conditions will always be available on the National Apprenticeship Awards application website.

Privacy Notice

How we use your personal information:

The personal information you submit in your application, will be used by the Education and Skills Funding Agency (ESFA), (including the National Apprenticeship Service), to process and communicate with you about your application.

The ESFA is an executive agency of the Department for Education (DfE). The DfE is the data controller for personal information processed. For more detailed information on how we handle your personal information see the [ESFA: privacy notice](#).

We collect your personal information so the DfE can carry out its functions. This includes the Apprenticeship Awards website and any services delivered from the website.

Who we share your information with:

We may share your personal information with Awards Judges, our Quality Assurance Agency, Event Management Agency and other third parties involved in the Awards planning and delivery. We may also share the information with PR, creative or marketing services working on behalf of the ESFA for publicity purposes relating to the promotion of apprenticeships as part of the Awards process. We will only share your personal information where the law allows it or we have a legal obligation to do so:

Your Individual Rights:

The law gives you certain rights with regards to your data.

How to get a copy of your personal information

You can request a copy of any personal information that the Apprenticeship Awards Service holds on you by the following methods:

By using the form available at: education.gov.uk/contactus/efa or by writing to:

Ministerial and Public Communications Division
Department for Education
Piccadilly Gate
Store Street
Manchester M1 2WD

Letting us know if your personal information is incorrect

You have the right to question any information we have about you that you think is wrong or incomplete. Please contact us by emailing apprenticeship.awards@education.gov.uk if you want to do this.

If you do, we will take reasonable steps to check its accuracy and correct it, this includes with any organisations we may have shared it with.

If you want to withdraw your application for the Apprenticeship Awards you can do so at any time by emailing entries@appawards.co.uk

How long we keep your personal information

We will only keep your information for as long as is necessary and then securely dispose of it. We will keep your personal information for two years after the National Awards Ceremony. The 2018 ceremony takes place in November.

How to complain

Please let us know if you are unhappy with how we have used your personal information. You can contact us by emailing apprenticeship.awards@education.gov.uk

You also have the right to complain to the Information Commissioner's Office. Find out on their website how to [report a concern](#).

Questions and Answers

What's new for the 2018 Awards?

There are several changes to the National Apprenticeship Awards in 2018:

- A new category – Rising Star – has been introduced to recognise apprentices that have made impressive progress in their career to date and have the potential to go even further. For this category only, regional winners will be put forward to a public vote as part of the national judging stage.
- The application forms and supporting information have been simplified.
- All regional winners will now automatically be invited to the national ceremony.
- Regional winners do not need to provide enhancement information.
- The Top 100 Apprentice Employers will not be identified as part of the awards process.

Can I enter the Apprenticeship Awards if I live outside of England?

Entries will only be accepted from employers and apprentices, based in England with SASE compliant apprenticeships (Specification of Apprenticeship Standards for England) or the new Apprenticeship Standards.

What is the closing date for entries?

You must ensure your application is submitted by 5:00pm on 25 May 2018. We will email you a confirmation of receipt. If your application requires a reference (Apprentice and Champion categories only) or apprentice declaration (Rising Star category only) this must also be complete by 5:00pm on 25 May 2018.

How does the Awards process work?

The National Apprenticeship Awards are a competitive process and progression is made through several stages.

- Firstly all applications are read and sifted to find the highest five scoring category entrants in each region.
- These proceed to the regional judging stage where a panel will decide on the category finalists.
- Regional finalists will be publicly announced.
- The regional winners automatically progress to the national judging stage and will be invited to the final ceremony.
- For the Rising Star category only, a public vote will take place for national finalists.
- The national judging panel will select from the country's elite one national winner and one highly commended in each category.
- The National Apprenticeship Award winners will be announced at a national celebration event.

How do I know that my application has been accepted?

You will only be entered into the National Apprenticeship Awards once your application is fully complete and submitted. We will email you confirmation upon receipt. It is your responsibility to ensure that the application is completed and that the submit button has been pressed on the online application form.

The Apprentice and Champion of the Year entries will only be accepted once your referee has submitted their sections of the application. The Rising Star application will only be accepted once the apprentice declaration has been completed. Entrants will be emailed to notify them that their application has been accepted.

Can I attach any supporting documents to my application?

Applications allow you to attach photos and tables to help evidence the claims made in your responses. Use a chart, table or graph to demonstrate metrics such as statistics, quantifiable information and comparative data. Remember to provide a base line to show progression.

Text contained in charts, tables or graphs should be counted towards the final word count. If your supporting document is over the word count, it will be removed from your entry. Please make sure that all charts are clear and in black and white, as your entry will be photocopied for the judges.

Do not include hyperlinks to websites, videos or other information in any part of your entry.

The upload facility should not be utilised for items such as additional references, certificates, prospectus documents or training materials.

Can I enter the Apprenticeship Awards on behalf of the entrant?

Yes, however remember that you will need their permission as the application requires the entrant's personal details. The answers need to be written in the words of the entrant.

What if the entrant does not have access to a computer at work or at home?

If the entrant does not own a computer or use one at their place of work, we ask that they work with their learning provider or employer to help them complete the online form.

Do I have to complete the application all in one go?

No, once you have registered, the application process is simple and straightforward. You can save and return to your application at any stage before finally submitting your form.

Does a word count apply to the questions?

Yes, each question has a maximum number of words. You should plan your response and provide as much evidence as possible to support the claims made within your answers. Use plain English and avoid jargon to help the judges understand your responses.

Do I have to apply online?

Yes, to ensure the process is consistent and fair, all applications must be filled in online. Personal information is required and an online process is the best means by which we can ensure your details are protected.

Are there any sponsorship opportunities for the Awards?

There are a number of different sponsorship opportunities available for the Awards. Please contact the Awards team on apprenticeship.awards@education.gov.uk for more information.

What if I want to make changes to my application?

You can edit your application at any time before it has been fully submitted. After this, you will not be able to make any changes.

Employer of the Year categories

Can I submit more than one application?

Only one Employer of the Year entry is allowed per employer. Don't forget to enter your exceptional apprentices too! The Rising Star, Apprentice of the Year and Champion of the Year categories are looking to award those who can demonstrate outstanding contribution and commitment to their employer and progression in their careers.

How do I know where my application will be judged?

Your entry will be judged by a panel, based on the postcode of your organisation. Only one entry is allowed per employer. If you are a multi-sited organisation, please enter the postcode for the region you would like your entry to be judged in – this is usually the location of your Head Office or the site where the majority of the apprenticeship training takes place.

What are judges looking for?

Judges are looking for proactive employers who can demonstrate how they have delivered an exemplary apprenticeship programme that has benefited their organisation and individual apprentices.

Make your application stand out by including essential evidence such as quotes from clients and apprentices, statistics, comparative data and quantifiable information.

What questions are on the application?

To see the questions, please view the relevant planning guidance documents on the awards application site.

What are the rewards?

Employers who are recognised through the National Apprenticeship Awards receive a range of benefits:

- A top accolade for all of their hard work and commitment to apprenticeships
- Public recognition through national, regional and sector media channels
- National winners will be announced at a national celebration event
- Enhanced reputation plus a motivated workforce and increased staff morale
- Speaking opportunities at National Apprenticeship Service events

Can I enter as a subsidiary company?

A subsidiary company may apply on behalf of the parent group, but this then excludes the parent group from applying. More than one subsidiary of the parent may apply for the awards, as long as the application references only the apprenticeships that are delivered wholly by that subsidiary. Any recognition will go to the subsidiary and not the parent group.

Which category should I enter?

The Employer of the Year category is open to employers from all sectors and celebrates employers who can showcase their commitment, contribution and the success that apprenticeships have brought to their organisation.

There are three employer categories to acknowledge organisations of different sizes:

- SME Employer of the Year: 1 – 249 employees
- Large Employer of the Year: 250 – 4,999 employees
- Macro Employer of the Year: 5,000+ employees

Apprentice of the Year Categories

What are the judges looking for?

Judges are looking for apprentices who can demonstrate their achievements, contribution and the impact they have made within the organisation they work. Include evidence to make your application stand out, such as quotes from clients, staff and fellow apprentices, statistics, comparative data and performance reviews.

Do I still have to be doing my apprenticeship?

To enter the Apprentice of the Year category you must either be currently undertaking the level of qualification applicable to your chosen category or have completed that level within the last 12 months, i.e. since 1 May 2017.

Stronger entrants have usually completed more than 50% of their current apprenticeship and as a result they are able to provide more evidence in their answers.

If you completed your apprenticeship over 12 months ago you should consider entering the Apprenticeship Champion of the Year category, which is open to individuals who go above and beyond to champion apprenticeships. You may also be eligible for the new Rising Star Award.

Which category should I enter?

The three apprentice categories are looking to recognise those who are working towards or have recently completed their apprenticeship.

There are three Apprentice of the Year categories:

- Intermediate Apprentice of the Year – for those who are working towards, or completed, NVQ Level 2 qualifications
- Advanced Apprentice of the Year – for those working towards, or completed, NVQ Level 3
- Higher or Degree Apprentice of the Year – for those working towards, or completed, NVQ Level 4 or higher qualifications

Do I have to complete my application before I send it to my referee?

No, but please note that your application will only be accepted if both sections of the application are complete. It is your responsibility to ensure that it is complete and submitted. Remember to allow your referee sufficient time to fill in their section before the deadline – 5:00pm, 25 May 2018. We will notify you by email when your referee has completed their section.

What questions are on the application?

To see the questions, please view the relevant planning guidance documents on the awards application site.

What are the rewards?

Apprentices who are recognised at the National Apprenticeship Awards will receive the following benefits:

- A top accolade for all the hard work you have put into your apprenticeship
- Public recognition through national, regional and sector media channels
- National winners will be announced at a national celebration event
- The honour of being named one of the best apprentices in England and an exemplar for your outstanding achievements
- Speaking opportunities at National Apprenticeship Service events

Champion of the Year Category

What is Apprenticeship Champion of the Year category?

The Apprenticeship Champion of the Year is open to individuals who go above and beyond to champion apprenticeships.

If you are still in the process of completing an apprenticeship, or completed in the last 12 months, you should apply in the Apprentice of the Year category.

What questions are on the application?

To see the questions, please view the relevant planning guidance documents on the awards application site.

Who can act as my referee?

It is strongly recommended that a member of your stakeholder network completes the reference section of the application. Please note that your referee's email address must be different to the one used to register the application.

What are the rewards?

If you are recognised in the Apprenticeship Champion of the Year category, you will receive the following benefits:

- A top accolade for your personal achievements and contribution to apprenticeships
- The national winner will be announced at a national celebration event
- Public recognition for your commitment to apprenticeships including press coverage

What are the judges looking for?

Judges are looking for strong advocates of apprenticeships who showcase how they proactively go beyond their normal duties to promote apprenticeships as an excellent career route.

Do I have to complete my application before I send it to my referee?

No, but please note that your application will only be entered if both sections of the application are complete. It is your responsibility to ensure that it is complete and submitted. Remember to allow your referee sufficient time to fill in their section before the deadline – 5:00pm, 25 May 2018. We will notify you by email when your referee has submitted their section.

Rising Star Category

What are the judges looking for?

The Rising Star Award seeks to recognise apprentices that have made impressive progress in their career to date and have the potential to go even further.

Who can enter the Rising Star category?

Apprentices should be nominated for this award by their employer.

To be eligible for the Rising Star Award, the apprentice being nominated must either:

- Be currently undertaking an apprenticeship at any level
- Have completed their apprenticeship within the last two years (since 1 May 2016)

If the apprentice completed their apprenticeship more than two years ago, they should consider entering the Apprenticeship Champion of the Year category. This category is open to individuals who go above and beyond to champion apprenticeships.

Can an employer nominate more than one apprentice?

Yes. An employer may nominate more than one apprentice for the Rising Star Award. A separate application must be completed for each apprentice.

How will the public vote work?

All regional winners will go through to the national final. For the Rising Star category only, national finalists will go through to a public vote. Votes from the public will be combined with judges' scores to identify the national winner. The process considers the size of the nominating employers. This ensures that apprentices who work for organisations with a small number of employees have a fair chance of winning.

What are the rewards?

If you are recognised in the Rising Star category, you will receive the following benefits:

- A top accolade for your achievements as an apprentice
- The national winner will be announced at a national celebration event
- The honour of being named as a 'one to watch' apprentice in England and an exemplar for your outstanding achievements
- Public recognition for your commitment to apprenticeships including press coverage

Do I have to complete the application before my apprentice fills in their declaration?

You do not have to wait until all sections are complete before requesting your nominated apprentice completes their declaration. Please note that your apprentice's email address must be different to the one you used to register with. Remember to give them sufficient time to complete before the deadline. You will receive an automatic email advising you when the apprentice has completed this section and the entry has been finally submitted.