

APPRENTICESHIPS – EMPLOYER

ENTRANT GUIDELINES



Llywodraeth Cymru
Welsh Government

Recognising the employer's commitment to developing and supporting their workforce through the Apprenticeship Programme.

Entries should demonstrate how the approach taken by your organisation in the delivery of apprenticeships, has:

- A focus on the learner.
- Had a significant impact on learner performance.
- Seen your Apprenticeship Programme developed in line with your organisational aims and objectives.
- Seen you offer additional support and resource (above that expected of a similar sized organisation) to ensure that learners achieve the aims of their Apprenticeship Programme.
- Seen you develop an Apprenticeship Programme which seeks to address the additional needs of the wider community.

Small Employer of the Year (1 – 49 employees)

To apply for this award you must:

- Be based, or have a substantial presence, in Wales.
- Be committed to employing and training individuals through the Apprenticeship Programme.
- Have had at least one individual complete their Apprenticeship Framework whilst following your organisation's programme.
- Demonstrate a significant contribution or commitment to the Apprenticeship Programme.
- Show an innovative or dynamic approach to the delivery of apprenticeships.
- Have apprenticeships embedded and/or integrated into the training plan and ethos of the organisation.

Medium Employer of the Year (50 – 249 employees)

To apply for this award you must:

- Be based, or have a substantial presence, in Wales.
- Be committed to employing and training individuals through the Apprenticeship Programme.
- Have had at least one individual complete their Apprenticeship Framework whilst following your organisation's programme.



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Cronfa Gymdeithasol Ewrop
European Social Fund

- Demonstrate a significant contribution or commitment to the Apprenticeship Programme.
- Show an innovative or dynamic approach to the delivery of apprenticeships.
- Have Apprenticeships embedded and/or integrated into the training plan and ethos of the organisation.

Large Employer of the Year (250 – 4999 employees)

To apply for this award you must:

- Be based, or have a substantial presence, in Wales.
- Be committed to employing and training individuals through the Apprenticeship Programme.
- Have had at least one individual complete their Apprenticeship Framework whilst following your organisation's Programme.
- Demonstrate a significant contribution or commitment to the Apprenticeship Programme.
- Show an innovative or dynamic approach to the delivery of apprenticeships.
- Have apprenticeships embedded and/or integrated into the training plan and ethos of the organisation.

Macro Employer of the Year (5000+ employees)

To apply for this award you must:

- Be based, or have a substantial presence, in Wales.
- Be committed to employing and training individuals through the Apprenticeship Programme.
- Have had at least one individual complete their Apprenticeship Framework whilst following your organisation's programme.
- Demonstrate a significant contribution or commitment to the Apprenticeship Programme.
- Show an innovative or dynamic approach to the delivery of apprenticeships.
- Have apprenticeships embedded and/or integrated into the training plan and ethos of the organisation.

Section 1: Employer's details – to be completed by the employer.

Please provide a brief description of your organisation (up to 250 words). You might think of including:

- Information on your organisation's aims and objectives.
- Information on your organisation's structure including the total number of employees.
- Information on your organisation's approach to learning and development including Investor in People status.

Section 2: Apprenticeships – to be completed by the employer.

How many apprentices do you currently employ in your organisation?

How long has your Apprenticeship Programme been running?

How many apprentices have you recruited over the last 5 years?

Which Apprenticeship Frameworks are currently delivered within your organisation?

Q1. Please provide details on three areas how / where apprenticeships have been a major contributor to your business objectives and success (up to 500 words)

You might think of including information (and examples) on:

- How your Apprenticeship Programme has had a direct benefit to the apprentices, and how this impacts on their performance.
- How your Apprenticeship Programme has made a difference to the business and its success and the direct (or indirect) benefit(s) to the organisation, and how this impacts on performance. Please provide statistics that evidence the impact apprentices are having / have had on the business – for example, percentage increase in sales / profitability, percentage reduction in staff turnover etc.
- The plans you have in place to ensure the sustainability of your Apprenticeship Programme.

Q2. Please explain why your Apprenticeship Programme was established within your organisation (up to 500 words)

You might think of including information on:

- The identified business need that was required to be met by your Apprenticeship Programme.
- Your expected outcomes for your Apprenticeship Programme.
- Information on your Apprenticeship Programme linked to other organisational objectives.

Q3. How effectively do you support the individual learning needs and aspirations of your apprentices? (up to 500 words)

You might think of including information (and examples):

- Of any innovative practices (including the use of new technologies) that have been embedded within your Apprenticeship Programme.

- That demonstrate the training is well planned and delivered, focusing not only on the needs of the organisation, but also how the training has been tailored to meet the specific needs of individual learners.
- That shows how learners have been supported into sustainable employment opportunities, and how the programme meets their long-term aspirations.

Q4. Please explain the approach that has been taken in the development and the delivery of your Apprenticeship Programme and the benefits of that approach (up to 500 words)

You might think of including information on:

- Any collaborative work which has been undertaken with external stakeholders in the development and delivery of your Apprenticeship Programme.
- The support and resource that is made available to learners whilst on your Apprenticeship Programme.

Q5. Please explain the outcomes that have been/are being achieved as a result of your Apprenticeships Programme within your organisation (up to 500 words)

You might think of including information (and examples) on:

- How your Apprenticeship Programme has had a direct benefit to the apprentices, and how this impacts on their performance.
- How your Apprenticeship Programme has had a direct (or indirect) benefit to the organisation, and how this impacts on performance.
- The plans you have in place to ensure the sustainability of your Apprenticeship Programme.

Q6. Please explain any broader impacts your Apprenticeship Programme has had on wider needs within your sector and/or wider community (up to 500 words)

You might think of including information (and examples):

- On initiatives you have introduced to address the needs of the wider community, for example addressing youth unemployment, tackling gender-stereotyping, or reducing the barriers to apprenticeships for individuals from under-represented groups such as Black, Asian and Minority Ethnic and/or the disabled.
- Of how you have informed people outside your business about how the Apprenticeship Programme improves your business, including any 'success stories' about your training, and how the business and staff have benefitted.

- On how you have created positive relationships and partnerships with other organisations within your sector to enhance the effectiveness of learning, for example pro-active involvement in developing training in partnership with others.

Section 3: Learning provider endorsement – this section is to be completed by the learning provider.

Q7. Why, in your opinion, should this organisation be considered for an Apprenticeship Employer of the Year Award? (up to 250 words)

You might think of including information (and examples):

- On how the organisation has developed and delivered its Apprenticeship Programme, ensuring that not only does it link to organisational aims and objectives, but also provides wider benefits for apprentices.
- On the level of collaborative work undertaken by the organisation in the development and delivery of their Apprenticeship Programme.
- Of how the organisation links their Apprenticeship Programme to other local, regional and national needs.

Section 4: Employer declaration – to be completed by the employer.

Q8 Declaration

The organisation named in this application wishes to be considered for the Employer of the Year Award, and confirms that the details given in this application are accurate.

In entering for the Employer of the Year Award, I/we agree to take part in any publicity concerning the Apprenticeship Awards Cymru including, but not limited to, photos, filming and the development of case studies. I/we understand that as part of the publicity of the Apprenticeship Awards Cymru, press releases will be made before, during and after the event. Furthermore, if selected as a Finalist, and for some reason I/we are unable to attend the Awards Ceremony, I/we will ensure that a representative will attend on my/our behalf.

I agree to the declaration

Yes

No

Privacy

All entries will be treated in the strictest confidence. Information provided will only be used by the Welsh Government and the National Training Federation for Wales (NTfW) to promote Welsh Government's Apprenticeship Programme and wider Skills and Employability Programmes. Entries and supporting information cannot be returned.