Hello! We are delighted you’ve taken the first step to enter the Training Provider Individual Award. There are a few questions to complete, which shouldn’t take too long and it’s well worth the effort!

The Training Provider Individual Award is open to individuals working for organisations that provide apprenticeship training in Oxfordshire (colleges, universities, independent training providers and employer providers) who go the extra mile to support and encourage apprentices and enable them to achieve to their potential. For example, you could be a tutor, mentor or assessor.

**The judges will be looking for evidence of:**

1. Enabling all apprentices to achieve their full potential
2. Exceptional support and encouragement given to apprentices at all stages of their apprenticeship journey
3. Additional support provided for apprentices with specific needs
4. Use of innovative approaches to engage with apprentices and their employers and keep them engaged
5. Supporting apprentices to remain on programme when challenges arise

This is your opportunity to tell us why you deserve to win this award, so please provide as much detail as you can. Where possible, please use evidence and give examples to illustrate your answers.

We require a short statement from someone you have worked with to support your entry e.g. your line manager, a colleague, an apprentice or employer you’ve supported.

If you’re not sure whether you are eligible to enter, please contact us at [skills@oxfordshirelep.com](mailto:skills@oxfordshirelep.com) for advice.

1. **About you**

|  |  |
| --- | --- |
| Name |  |
| Preferred pronouns |  |
| Job role |  |
| Employer |  |
| Contact number |  |
| Email address |  |

1. **Tell us about your role - please give examples of how you support apprentices of all levels and abilities and enable them to reach their full potential, including when challenges arise** *max. 200 words*

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1. **Tell us about your most significant achievements, proudest moments and how you have gone the extra mile** *max. 250 words*

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1. **How have you used innovative approaches to engage with apprentices and their employers and keep them engaged** *max. 200 words*

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1. **What ideas do you have about how you could work with OxLEP to promote and champion apprenticeships if you win?** *max. 150 words*

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**Supporting statement**

**Please provide a supporting statement from someone you’ve worked with (e.g. your line manager, a colleague, an apprentice or employer you’ve supported)** *max. 200 words*

|  |  |
| --- | --- |
| Name |  |
| Relationship to entrant |  |

|  |
| --- |
| **Tell us why this person deserves to win:** |

**Entries must be completed in full and submitted by email to** [**skills@oxfordshirelep.com**](mailto:skills@oxfordshirelep.com) **by MIDNIGHT on the evening of Monday 19th February 2024.**

**Please note:** the information you provide will be used for the process of judging the Oxfordshire Apprenticeship Awards and to contact you in connection with the awards.

If you are chosen as a finalist, details of your story may be shared at the awards ceremony. All data sent to us is subject to the Oxfordshire Apprenticeship Awards Privacy Policy, which is accessible at <https://oxlepskills.co.uk/oaawards>