



The Asian Apprenticeship Awards Nomination Terms and Conditions

The aim of these awards is to celebrate and showcase the best of British Asian Apprentices and the people that employ and train them. In doing this, we hope that we will encourage more young British Asians to consider apprenticeships and more employers to provide opportunities to benefit from the skills that apprentices bring.

Apprenticeships provide value for individuals, businesses and the economy. There is a universal commitment in the UK of being able to extend opportunities for everyone regardless of their race, gender or religion. In this respect, a number of government targets have been placed to improve the labour market chances for all. These include increasing the quantity of apprenticeships taken on by young people deriving from BME backgrounds by 20% and also increasing BME employment by another 20%, by the year 2020.

The Asian Apprenticeship Awards are all about doing something practical to make a positive difference. We believe at least in a small way that we have made a difference and will continue to do so by highlighting, recognising and celebrating apprenticeship success both with individuals, employers and learning providers that support them.

The Nomination Process

All applications are read and shortlisted by the Asian Apprenticeship Awards team based on an initial screening. Each shortlisted application will be asked to submit further evidence of their work, if required and deemed necessary.

The shortlisted applications are then presented to the panel of Judges who make decision between the applications for each category. All finalists will be revealed in a press release and on the website one week after judging date.

The Asian Apprenticeship Award winners will be announced at a national celebration event held in Birmingham.

All parts of the application form must be filled out in full or the forms will be returned. Should you have any more questions or if you need help filling in the form, please contact info@asianapprenticeshipawards.co.uk or call 0121 707 0550

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Terms and Conditions for Nominating

1.0 General terms

1.1

Applications and references (where applicable) to the Asian Apprenticeship Awards are subject to the following terms and conditions. Please read these carefully.

- The organisers cannot accept any responsibility for loss or damage of any entry. All entry forms will be acknowledged via email.
- All entries will be treated in the strictest confidence and not sold or passed onto third parties without prior permission
- The Judges' decisions will be final and no correspondence or discussion will be entered into regarding the selection of the winners.
- Unless otherwise stated on this form, any personal data supplied will be retained securely by the Asian Apprenticeship Awards only for as long as necessary.
- By submitting your application, you grant the Asian Apprenticeship Awards to share your personal data to the Judges and dedicated PR agencies for purpose of promoting the awards. Your information will not be shared with any other organisation.
- The definition for Asian or British Asian is taken from the Census 2011 and the Office of National Statistics data.

1.2

- Shortlisted Apprentices, Employers and Learning Providers will have their name automatically entered into the Apprentice of the year category, SME/Large Business of the year and Learning Provider of the year categories respectively.
- The Asian Apprenticeship Awards submissions are limited to England only.
- Entries and references (where applicable) will only be accepted when submitted via the online entry form or via the word document.
- Entries and references (where applicable) cannot be amended after the entry deadline has passed unless specific information has been requested
- Entrants from previous years may enter.
- By submitting an entry, all finalists and winners are agreeing to participate in publicity concerning the Asian Apprenticeship Awards.

1.3

- Should the Judges determine an entry submitted for one category is of greater relevance to another category, they may re-categorise that entry without consultation.
- Entries and references (where applicable) may be edited by the Asian Apprenticeship Awards team to correct any erroneous administrative information.

1.4

- 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 Asian 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.
- Feedback can only be provided for shortlisted applications after the awards date.

1.5

- The Asian Apprenticeship Awards reserves the right to cancel or amend these terms and conditions without notice for any event that is outside of the Asian Apprenticeship Awards' reasonable control. It is the responsibility of entrants to keep themselves informed as to any changes to the terms and conditions of entry.

2.0 Specific terms

2.1 Apprentice Nomination

2.1.1 Who is this award for?

The nominee for the apprentice award must be currently doing their apprenticeship or have completed within the last 12 months. If the application is submitted by the apprentice, full details of the apprentices' manager must be given to authorise details.

2.1.2 What are the Judges looking for?

All Judges will be looking at each applicant without any prior engagement. Should there be a case where a judge knows an applicant, this will be passed onto the Chair of the Judges.

- Apprentice must show that they had some level of interest in apprenticeships prior to starting.
- Apprentice to show that they could see the positive outcomes from undertaking an apprenticeship programme.

- Apprentice must show that they have seen themselves progress throughout their apprenticeship.
- Apprentice must show evidence of their learning in the form of achievements or reviews.
- Apprentice must be able to talk about one area of their field, what they have learnt and how it will impact their future.
- Apprentice must show a willingness to win the award.
- Apprentice must express the understanding of the value of the awards.
- Apprentice must express how they will use the awards if they win.

2.2 Employer Nomination

2.2.1 Who is this award for?

This nominee must be an employer who has taken on a British Asian Apprentice. All employers must nominate for a category after which, if shortlisted, will be automatically entered into the Small/Medium Business of the year or Large Business of the year respectively.

2.2.2 What are the Judges looking for?

- Employer must be able to talk about how they have/are supporting apprentices through apprenticeships.
- Employer must be able to talk about the range of apprenticeships they provide.
- Employer must be able to present the number of apprentices they have supported and how many have successfully completed their apprenticeship.
- Employer must show evidence of one apprentice who has in their career using their apprenticeship.
- Employer must be able to talk about how they reach out to potential Asian apprentices.
- Employer must show a willingness to win the award.
- Employer must express the understanding of the value of the awards.
- Employer must express how they will use the awards if they win.

2.3 Learning Provider Nomination

2.3.1 Who is this award for?

The nominee must be an ESFA-approved Learning Provider who is on the ROTO (Register of Training Providers) or RoATP (Register of Apprenticeship Training Providers). The learning provider must have been operating for longer than two years, whether it be as a prime or sub-contractor.

2.3.2 What are the Judges looking for?

- Learning Provider must be able to talk about how they are supporting apprentices through apprenticeships.
- Learning Provider must be able to talk about the range of apprenticeships they provide.
- Learning Provider must be able to present the number of apprentices they have supported and how many have successfully completed their apprenticeships.
- Learning Provider must show evidence of **one** apprentice who has successfully gone on to a career using their apprenticeship.

- Learning Provider must provide information on success rates including overall and timely.
- Where applicable, make reference to Ofsted and other such quality standard.
- Learning Provider must be able to talk about how they reach out to potential Asian apprentices.
- Learning Provider must show how they build partnerships.
- Learning Provider must show that a willingness to win the award.
- Learning Provider must express the understanding of the value of the awards.
- Learning Provider must express how they will use the awards if they win.

2.4 School or Academy Nomination

2.4.1 Who is this award for?

The nominee must be a School or Academy who does not necessarily deliver apprenticeships but support the progression into apprenticeships for their year 11 students.

2.4.2 What are the Judges looking for?

- The School or Academy must demonstrate how they show their information, advice and guidance in relation to apprenticeships for their students.
- The School or Academy must show how they reach out to parents from the British Asian community to promote apprenticeships.
- The School or Academy must show at least one example of where a British Asian student has been successful in their apprenticeship application.
- The School or Academy must express how they will use the award if they win.
- The School of Academy must demonstrate how they work in partnership with local Training Providers and Colleges.