**2021 London Borough Apprenticeship Awards**

London Councils is seeking entries from every London borough for the 2021 London Borough Apprenticeship Awards. Running since 2011, the awards recognise and celebrate the contribution of apprentices to London’s local authorities and communities, and the innovative work happening across London to create new apprenticeships.

This is your opportunity to showcase the value of apprenticeships to your organisation, demonstrate how your staff have contributed to apprentices’ success, and highlight how you are maximising the apprenticeships that are created with your schools, supply chain and local businesses.

Think about what makes your apprentice, manager or work really stand out – we want to hear why your entry is different, unexpected or inspiring. Please give specific examples to demonstrate this.

Applications will be accepted up until **midnight on Friday 11 June 2020*.*** Entries received after this time will not be considered.

Shortlisted entries will be announced in July. The awards ceremony will take place on Wednesday 1 September at Painters’ Hall.

Enquiries about the awards should be sent to:

[**tim.gallagher@londoncouncils.gov.uk**](mailto:tim.gallagher@londoncouncils.gov.uk) **Categories**

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| **1. Best contribution by a new apprentice** |
| *This category is for apprentices taking their first apprenticeship in the council. The apprentices can be new to the council or can be existing members of staff who have started an apprenticeship. The award recognises the outstanding contribution they have made to their borough in that time. Please note this category does not include schools.* |
| **Please tell us the following:** |
| * Who is the apprentice and what is their role? * What contribution have they made above and beyond their day job? * Have they taken on a challenging new responsibility or come up with a great new idea? * How has their work had a positive impact on the organisation? * Have they promoted or supported apprenticeships within the council and/or externally? * Please tell us anything else about the candidate which makes them exceptional. |

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| 1. **2. Best progression by an apprentice** |
| *This category is for apprentices who have completed their first apprenticeship with the council and have moved on to an advanced or higher apprenticeship (Level 3 or above) or into employment in the council. Nominees must have completed their first apprenticeship no more than five years ago. Please note this category does not include schools.* |
| **Please tell us the following:** |
| * What was the first apprenticeship completed by the apprentice and what role have they progressed into? * Why were they retained or promoted in the council? Tell us about their skills and performance. * How have they demonstrated progression since their first apprenticeship? * How has their progression benefited the council? * Have they promoted or supported apprenticeships within the council and/or externally? * Please tell us anything else about the candidate which makes them exceptional. |

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| **3. Best apprentice working in the supply chain or in schools** |
| *This category is for outstanding achievements or contributions by someone working for a council contractor, supplier or for a school. This award recognises the many apprenticeships created in schools and through councils’ supply chains and celebrates the impact they have made.* |
| **Please tell us the following:** |
| * Who is the apprentice, what is their role and who is the employer? * What contribution have they made above and beyond their day job? * Have they taken on a challenging new responsibility or come up with a great new idea? * How has their work had a positive impact on the local community and/or services delivered for residents? * Have they promoted or supported apprenticeships within the council and/or externally? * Please tell us anything else about the candidate which makes them exceptional. |

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| 1. **4. The Andy Scott award for best manager or mentor** |
| *This category is for the most inspirational, hard-working, supportive or creative manager or mentor within the council. Nominations must include a quote or evidence from at least one apprentice that has been mentored/managed. It is named in memory of Andy Scott, the former chair of London Councils’ Apprenticeship Subgroup who sadly passed away in 2019. Please note this category does not include schools.* |
| **Please tell us the following:** |
| * Who is the manager/mentor and what is their role - both their day job and any additional role related to their work with your apprentices? * Why have your apprentice(s) nominated this candidate? * How has this candidate supported apprentices and helped them to learn and progress? * What benefits has the candidate brought for the council in their role of manager or mentor of apprentices? * Are they an ambassador for apprenticeships within the council? * Please tell us anything else about the candidate which makes them exceptional. |

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| 1. **5. Best work with the supply chain and local businesses to create new apprenticeships** |
| *This is an award for the local authority that has undertaken the best work with contractors and local businesses to get them to commit to creating apprenticeships in their workforce. Applicants are encouraged to focus on activities and achievements in the last year.* |
| **Please tell us the following:** |
| * How has the council worked with local businesses to create apprentices? * How many apprenticeships have been created through negotiations with your supply chain/contractors, supporting local businesses and apprenticeship levy transfers? * Has the council set up any new initiatives or programmes in the last year to help local businesses create apprenticeships? * How have you changed the delivery of this work in response to the pandemic? * What is the best example of working with your supply chain and local businesses to open up new apprenticeship opportunities? |

**Instructions for entering**

* + The awards are open to all London local authorities. The nomination must be made by the local authority.
  + Please use the entry form below.
  + You can enter one, two, three, four or all five categories, but only one entry per borough in each category will be accepted.
  + Please send a maximum of 300 words per entry in each category. Any entry over 300 words will be cut to 300 words and the excess text will not be read by the judges.
  + Applications will be accepted up until midnight on Friday 11 June 2021*.* Entries received after this time will not be considered. **Please email your entry to** [**tim.gallagher@londoncouncils.gov.uk**](mailto:tim.gallagher@londoncouncils.gov.uk)**.**
  + Individuals or projects submitted to the awards in 2020 cannot be entered again.
  + The shortlisting process will be carried out by London Councils staff, and the winners will be chosen by an independent panel of judges. A list of panel members is available on request.
  + In submitting your application you are giving consent to London Councils to publish details of your entry on the London Councils website and to use it as an example of good practice in future publications, webpages or events.
  + You are also signalling that you understand you may be contacted by other local authorities or organisations that are interested in your work. London Councils will not pass on any contact information to third parties without your consent.
  + You also agree that London Councils may contact you directly in relation to this your entry, and that we may share information from your entry with colleagues working for relevant publications.

**Consent form for nomination in the London Borough Apprenticeship Awards 2020**

Dear Nominee,

Congratulations for being chosen as a nominee from your council for the 2021 London Borough Apprenticeship Awards!

In order to be compliant with data protection legislation we need to ask for your consent to process your personal data. Please read the enclosed privacy notice at the end of this document which will tell you how we will use your information at different stages of the awards process.

If you choose to accept the nomination for an award, please tick that you consent to London Councils using your information for this purpose. You can choose whether or not to consent to further promotion and your choice will not impact on your nomination as the people judging the awards which not know your choice.

**Consent options**

☐ I consent tomy nominee using my personal information within my nomination for the London Boroughs Apprenticeship Awards 2021 and understand that this will involve my data being shared with those judging the awards, receiving communications about the awards and, if I am shortlisted, having my name and job details publicised on London Councils website.

☐ I consent to having details from my nomination used for promotional materials after the awards.

Please tick to confirm you have read the following statement

☐ I understand that if I attend the Apprenticeship Awards, London Councils will take and use photographs of the awards ceremony and does not need my consent to do so.

You can let someone know at the event if you are concerned about having your photograph taken.

**Nominee**

Name……………………………………………………………………...

Employer………………………………………………………………….

Date……………………………………………………………………….

Signature………………………………………………………………….

Please type your signature and return this form to [tim.gallagher@londoncouncils.gov.uk](mailto:tim.gallagher@londoncouncils.gov.uk) or ensure that it is returned by the nominating borough with the entry form.

**2021 London Borough Apprenticeship Awards**

**Entry Form**

**You can enter 1, 2, 3, 4 or 5 categories. Only one entry per category please.**

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| **Borough** |  |
| **Contact name** |  |
| **Email** |  |
| **Telephone number** |  |
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| **Category 1: Best contribution by a new apprentice**  Maximum 300 words   * Who is the apprentice and what is their role? * What contribution have they made above and beyond their day job? * Have they taken on a challenging new responsibility or come up with a great new idea? * How has their work had a positive impact on the organisation? * Have they promoted or supported apprenticeships within the council and/or externally? * Please tell us anything else about the candidate which makes them exceptional. | |
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| **Category 2: Best progression by an apprentice**  Maximum 300 words   * What was the first apprenticeship completed by the apprentice and what role have they progressed into? * Why were they retained or promoted in the council? Tell us about their skills and performance. * How have they demonstrated progression since their first apprenticeship? * How has their progression benefited the council? * Have they promoted or supported apprenticeships within the council and/or externally? * Please tell us anything else about the candidate which makes them exceptional. | |
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| **Category 3: Best apprentice working in the supply chain or in schools**  Maximum 300 words   * Who is the apprentice, what is their role and who is the employer? * What contribution have they made above and beyond their day job? * Have they taken on a challenging new responsibility or come up with a great new idea? * How has their work had a positive impact on the local community and/or services delivered for residents? * Have they promoted or supported apprenticeships within the council and/or externally? * Please tell us anything else about the candidate which makes them exceptional. | |
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| **Category 4: The Andy Scott award for best manager or mentor**  Maximum 300 words   * Who is the manager/mentor and what is their role - both their day job and any additional role related to their work with your apprentices? * Why have your apprentice(s) nominated this candidate? * How has this candidate supported apprentices and helped them to learn and progress? * What benefits has the candidate brought for the council in their role of manager or mentor of apprentices? * Are they an ambassador for apprenticeships within the council? * Please tell us anything else about the candidate which makes them exceptional. | |
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| **Category 5: Best work with the supply chain and local businesses to create new apprenticeships**  Maximum 300 words   * How has the council worked with local businesses to create apprentices? * How many apprenticeships have been created through negotiations with your supply chain/contractors, supporting local businesses and apprenticeship levy transfers? * Has the council set up any new initiatives or programmes in the last year to help local businesses create apprenticeships? * How have you changed the delivery of this work in response to the pandemic? * What is the best example of working with your supply chain and local businesses to open up new apprenticeship opportunities? | |

**2021 London Borough Apprenticeship Awards**

**Privacy Notice**

**What information do we collect?**

We collect the information you provide when you return your nomination pack. This includes:

* Name
* Employer
* Contact details (phone number and email)
* Supporting evidence for nomination, which likely includes
  + Your job title
  + Your role within your organisation, including when you started with your employer
  + Projects and activities relating to your role
  + Details of your apprenticeship, including type and level of study
  + The details of your nominee

**Why do we collect this information?**

In order to:

* Judge the nominations for London Borough Apprenticeship Awards
* Publicise the scheme and winners to share information about apprenticeships in London.

**What is the legal basis for using your information?**

The legal basis for using the information you provide is consent. We may also take and use photographs from apprenticeship award events and it is in our legitimate interests to do this. We will ask for separate consent for any additional promotion, including further publishing information about the winner and those receiving a commendation.

**Who do we share your information with?**

We share details of your nomination with:

* Shortlisting staff, who are London Councils employees

If your nomination is shortlisted, we share it with:

* Our judging panel, who select the winner and runner-up
* Staff involved in the awards ceremony, including London Councils staff and guest speaker for the event.
* We also publicise your shortlisting on our website. Details include:
  + Name
  + Employer
  + Job Title
  + Brief description of your nomination

If you are a winner or awarded a commendation, we will:

* Publish further details of your nomination on our website
* Publicise on social media. For example, tweeting your success and the time of winning the award.
* Publicise through London Councils’ Communication channels such as London Councils’ weekly ‘Key Issues’ email.

**How do we protect your information?**

The information security measures we've put in place include:

* training staff in their data protection responsibilities
* developing procedures to ensure we meet our legal requirements under data protection law
* putting processes in place to ensure good Information Governance practices
* access to your information is only given to those who need to know and where it is necessary
* information will not be held for longer than required and will be disposed of securely
* we encrypt all our electronic devices and sensitive information that is transmitted is encrypted
* we do not store your information outside the EU

**How long do we keep your information for?**

We retain documents related to organising of the Apprenticeship Awards for 5 years.

Details of the event alongside information relating to shortlisted nominees will be publicly accessible on our website for 5 years.

**Who is responsible for your information?**

London Councils is responsible for your information.

**How can you manage your own information?**

If you want to amend or delete your information, ask us for a copy of the information we hold about you or ask us to stop using your data, please contact [dataprotection@londoncouncils.gov.uk](mailto:dataprotection@londoncouncils.gov.uk)

If you wish to withdraw your consent, we will remove information relating to your nomination from our website and other public channels. Once your information is shared via e-mail channels such as London Councils’ ‘Key Issues’ weekly email, this cannot be undone.

**Complaints**

If you want to complain about the way we have handled your information, you can contact us at [dataprotection@londoncouncils.gov.uk](mailto:dataprotection@londoncouncils.gov.uk) or you can complain to the Information Commissioner at <https://ico.org.uk/make-a-complaint/>