



**APSE local authority
apprentice and trainee
awards**

2012/13

The **apprentice and trainee awards** are specific to front line service areas and support excellence in training standards within local authorities and their partner organisations throughout the UK including members and non-members.

The **APSE local authority apprentice and trainee awards scheme** is open to candidates from all stages of training and have been running successfully for 11 years throughout the UK. The aim of the awards is not only to give recognition to our future tradespersons, but also to the councils themselves who continue to invest in the workforce of the future and provide first class training and employment initiatives via modern apprenticeship and trainee schemes.

- ♦ All entrants are required to submit a portfolio following specific guidelines on the content using the APSE **portfolio template** issued.
- ♦ The awards panel will then shortlist a number of applicants who will be notified of the date and venue of the awards and their interview time.
- ♦ All shortlisted candidates receive an award in the evening. The council representative will also be asked to receive an award recognition of its training scheme and commitment to local employment.
- ♦ The awards evening will be featured in an APSE press release, the APSE website and also the APSE bi-monthly publication - Direct News following the event. Photo opportunities will also be available.

If you would like to register your interest for any of the awards detailed in this brochure please do so by completing the **notification of interest form** on the last page and returning it to the Marketing & Co-ordination Officer at enquiries@apse.org.uk or post. You will then receive further details of the awards including portfolio requirements and submission deadlines as they are issued.

The categories

APSE national awards:

Highways and street lighting

(E.g: Road maintenance, Lighting Technicians, Engineers)

Leisure

(E.g: Pool attendant, Lifeguard, Recreation Assistant, Gym assistant)

APSE national Housing and building (building skills category)

(E.g: Bricklayers, Joiners, Plasterers)

APSE national Housing and building (mechanical and electrical category)

(E.g: Plumbers, Electricians, Gas Fitters)

Horticulturalist

(E.g: Gardener, Horticulturalist etc)

Transport and vehicle maintenance

(E.g: Mechanics, Fitters, Motor Engineers etc)

APSE Scotland awards

Open to all Scottish local authorities

APSE Scotland Building and housing

(E.g: Plumbers, Electricians, Gas Fitters, bricklayers, joiners, plasterers etc)

The awards submission should cover one years training and take the form of a portfolio which you will be issued with a template for.

There are set guidelines for the portfolio to ensure all relevant information is included. Entries for each of the awards are examined individually and assessed on their own merit.

Guidelines

- ♦ 500 words describing the individual's reasons for starting this career, longer term objectives, progress , barriers and how you have overcome them, etc. (To be completed by the individual).
- ♦ Details of the course schedule or training plan which the portfolio is based on. (Must cover 12 months of the previous 18 months from the awards date - stage 6)
- ♦ A selection of work diary entries and examples of work carried out within twelve months. (Limit on this section is 10 pieces of work).
- ♦ Photographs of work being undertaken (Optional)
- ♦ References from on-site supervisors, trainers and college lecturers.
- ♦ Copies of relevant progress reports over the year, both from training provider and council supervisor.
- ♦ A full record of relevant college/training centre achievements including special awards received
- ♦ Supporting evidence

The stages and deadlines

- Stage 1:** APSE issues details of the specific awards via email to all our contacts on this date including the notification of interest form.
- Stage 2:** You should complete and return the notification of interest form by this date detailing the number of apprentices per category. APSE will write to all interested contacts and detail the requirements of the submissions as well as sending the required number of portfolio templates.
- Stage 3:** You should confirmed the names of all apprentice and their trades by this date.
- Stage 4:** Submission deadline. The authority should have posted the portfolio(s) in good time to be received by APSE with a covering letter.
- Stage 5:** The APSE panel members will shortlist the highest scoring portfolios before contacting all successful and unsuccessful applicants with the results by this date. Further details on “what to do next” will be issued to those succesful in the shortlisting.
- Stage 6:** Each applicant and their council representative will be invited to attend the awards evening which will be held on this date.

	Highways & street lighting 2012	Leisure 2012	Horticultural 2012	Transport & vehicle maint. 2012	National housing & building 2012	Scotland building & housing 2012
Stage 1	December 2011	December 2011	May 2012	May 2012	May 2012	September 2011
Stage 2	December 2011	December 2011	July 2012	July 2012	July 2012	October 2011
Stage 3	January 2012	January 2012	July 2012	July 2012	July 2012	November 2011
Stage 4	6 February 2012	6 February 2012	7 October 2012	7 October 2012	12 September 2012	15 November 2011
Stage 5	February 2012	February 2012	October 2012	October 2012	September 2012	December 2011
Stage 6	March 2012	March 2012	November 2012	November 2012	October 2012	February 2012

Notification of interest (stage 2)

Once you have completed this form, please return it via fax to 0161 772 1811 or via post at the address below. Alternatively, complete the online form at

www.apse.org.uk/seminars-events/apprentice-awards.htm

Contact details

Name: _____ Position: _____

Authority: _____

Address: _____

Post code: _____

Telephone: _____ Email: _____

Category choices

- Highways and street lighting apprentice of the year 2012 (March)
- Leisure apprentice of the year 2012 (March)
- Horticultural apprentice of the year 2012 (November)
- Transport & vehicle maintenance apprentice of the year 2012 (November)
- National Housing and building apprentice of the year 2012 (October)
Please detail specific category...
 - Female building skills
 - Female mechanical and electrical
 - Male building skills
 - Male mechanical and electrical
- Scottish Housing and building apprentice of the year 2012 (November)

Please let us know how many applicants you intend to submit for the category/ies ticked above

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GB 11409



GB 11132



GB 14074



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