



APSE local authority apprentice and trainee awards



2019

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 17 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 guide lines 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 publication APSE Direct 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** at www.apse.org.uk/events

The categories

APSE national awards:

Highways and street lighting

(E.g. Engineers, Lighting Technicians, Road Workers)

APSE national Housing and building (skills category)

(E.g. Bricklayers, Joiners, Plasterers)

APSE national Housing and building (mechanical and electrical category)

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

APSE national Housing and building (professional services category)

(E.g. Architects, Designers)

Horticulturist

(E.g. Gardener, Horticulturist etc.)

Street scene

(E.g. Street cleansing, fly tipping and graffiti removal, waste collection and recycling etc.)

APSE Scotland awards

Open to all Scottish local authorities

APSE Scotland Building and housing trade

(Plumbers, Electricians, Gas Fitters, Bricklayers, Joiners, Plasterers etc.)

APSE Scotland Building and housing Non-trade

(Quantity Surveyors, Performance Supervisors, Architects etc.)

The submission guidelines

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 for the above items in the application

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 have confirmed the names of all apprentices 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 short-list 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 successful in the short-listing.

Stage 6: Each applicant and their council representative will be invited to attend the awards evening which will be held on this date.

| | Highways and street lighting | National housing and building | Horticultural | Street-scene |
|----------------|------------------------------|-------------------------------|--------------------------|--------------------------|
| Stage 1 | January 2019 | May 2019 | June 2019 | June 2019 |
| Stage 2 | January 2019 | June 2019 | July 2019 | July 2019 |
| Stage 3 | February 2019 | June 2019 | August 2019 | August 2019 |
| Stage 4 | 15 February 2019 | 2 September 2019 | 16 September 2019 | 16 September 2019 |
| Stage 5 | February 2019 | September 2019 | September 2019 | September 2019 |
| Stage 6 | 20/21 March 2019 | October 2019 | October 2019 | October 2019 |