

DEFLOG VQ Trust



Apprenticeship Awards 2010

... Transport ... Construction ... Warehousing & Storage ... Stevedoring ... Telecommunications ... Munitions ... Mail Services



Best Unit Award

Application Guidance Notes

Dedicated to realising the potential of every Learner.....



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Is yours a unit with a difference?

If so, tell us about your unit.

The DEFLOG VQ Trust Apprenticeship Awards 2010 are looking to recognise and reward units which demonstrate a dynamic approach to Work Based Learning (WBL) through their promotion of Apprenticeships and NVQs, their support for learners and their engagement with the Trust.

We are looking for evidence of WBL having a positive impact on both your unit and your personnel; for the number of personnel you have on programmes and the range of qualifications being delivered.

We are also interested to hear if you have positive plans for apprenticeship and NVQ training in the future and what other learning programmes you provide for your personnel outside WBL, e.g. access to basic skills, promotion of further and higher education etc.

Have Apprenticeships and NVQs given your personnel the skills and confidence to really make a difference? What are your unit's outstanding achievements?

Tell us about your unit and you could win a prestigious award.

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As a winner you will enjoy:

- Best Unit award status
- Recognition of your unit's hard work through media activity
- A trophy and a cheque for £1500 towards a training related project for the winner
- A trophy and a cheque for £750 towards a training related project for the runner-up
- Invites for you and two members of your unit's staff to attend an Oscar style awards ceremony on 27th October 2010.

What Makes a Winner?

The Best Unit award seeks to celebrate the success of units which have demonstrated a high level of commitment to their personnel through Work Based Learning. Providing a rigorous policy and sticking to it and well as providing the widest range of qualifications and the support for learners to achieve them.

Judges will be looking for dynamic units who have embraced Work Based Learning as a method of improving both their peacetime and operational effectiveness.

In particular, judges are looking for units which demonstrate the following:

- Maximum numbers of personnel enrolled on Apprenticeships or Train to Gain NVQs with DEFLOG VQ Trust
- Promotion of apprenticeships and NVQs within the unit
- A robust Work Based Learning Policy or Charter, which is applied rigorously
- High level of support for both learners and their training provider

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- High level of engagement with the training provider, A&SD HQ, other educational organisations such as the local AEC
- That Apprenticeships and NVQs are making a quantifiable difference to your unit's peacetime and operational capability
- Occasions where apprenticeships and NVQs have helped your unit and its personnel to become more effective
- A dynamic approach to Work Based Learning and positive plans in place to improve and broaden access to apprenticeships and NVQs in the future

Who should enter?

- Units with learners on a DEFLOG VQ Trust Apprenticeship or NVQ programme.

How do we enter?

Please read these notes carefully before completing the entry form. The closing date for entries is 4.30pm on Monday 9th August 2010.

Entry forms can be downloaded from the DEFLOG VQ Trust website at: www.vqtrust.org.uk or are available from your local Learning Resource Centre.

All entries must be completed electronically and emailed to Neil Searle at neil.searle@vqtrust.org.uk by 4.30pm on the closing date to be eligible for an award. **(Hard copy forms will not be accepted)**

Help with your entry

Visit the DEFLOG VQ Trust website for updated information. Alternatively you can email your queries to Neil Searle at neil.searle@vqtrust.org.uk or phone him on 01482 678 304.

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Completing the form

Applications should be completed by a senior member of the unit, with the assistance of the local Learning Resource Centre staff. You need to consider who would be the best person to tell your unit's story to the judges. The application must be endorsed by a member of DEFLOG VQ Trust at Section 3. The entry form is divided into three sections, all of which should be fully completed

Section 1 – Your Unit's Details

Section 2 - Application

Section 3 – Training Provider's Endorsement

Please ensure that you follow the entry instructions and use the guidance notes for each section. This will enable you to provide the judges with all the information they need. All entries will be treated in the strictest confidence.

What else do I need to know?

Key Dates

Monday 9th August 2010 - Closing date for all entries

12th August to 26th August 2010 - Judging period

27th August 2010 - Entrants informed by letter whether they are finalists or not.

27th October 2010 – Award ceremony at RLC Central Sgts' Mess, Deepcut.



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Final dos and don'ts

- DO use the guidance notes and judging criteria to help focus your entry
- DO use evidence such as quotes from learners, other organisations, your training provider, statistics, comparative data, charters and plans..
- DO contact us if you need further advice or assistance: Email us at neil.searle@vqtrust.org.uk or call us on 01482 678 304
- DON'T exceed the stated word count in each section
- DON'T forget to allow enough time to get your entry to us by the closing date
- DON'T attach supporting information – your entry form is sufficient

Good luck! We look forward to receiving your entry

Terms and Conditions

The organisers cannot accept any responsibility for the loss or damage of any entry. All entry forms will be acknowledged. All entries will be treated in the strictest confidence. The judges' decision will be final and no correspondence or discussion will be entered into regarding the selection of the winners.

Guidance on completing your entry

Please complete all sections of the entry form. Entries that are incomplete or exceed the stated word count will not be accepted. We regret that we cannot accept any additional supporting documentation or receive entries by post or fax.



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Section 1 ~ Your Unit's Details

This section requests information about your unit, your learners and programmes, and your training provider contact.

Section 2 ~ Application

This section asks key questions about your unit's commitment to work based learning, its approach and achievements, the impact of apprenticeships and NVQs on the effectiveness of the unit, the range of programmes offered and your engagement with the training provider.

Question 1

Describe your unit's approach to Apprenticeships and NVQs and why you consider yourselves an exemplar.

Include a commentary on why training is important to your unit, innovative approaches to training, use of technology in the delivery of learning programmes, the level and scope of training facilities provided, your integration of Apprenticeships and NVQs into the training plan or charter.

Question 2

Describe the benefits that Apprenticeships and NVQs have brought to your unit (for example, increased career progression opportunities, overcoming obstacles, personnel able to use more technical equipment and increased efficiency).

Question 3

Explain how you have worked in partnership with other organisations such as DEFLOG VQ Trust, A&SD HQs, DETS(A), local ETS and colleges etc. to implement and develop your learning programme

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Question 4

Give examples of how your personnel have benefited from undertaking Apprenticeships or NVQs within your unit.

Question 5

Share your plans for the future development and growth of your learning programme.

Section 3 – Training Provider's Endorsement

Get your DEFLOG VQ Trust contact to endorse your unit's application and complete the Unit Declaration.

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