

**Frequently Asked Questions**

**What is the Apprenticeship Community Challenge- Ayrshire?**

The Apprenticeship Community Challenge- Ayrshire will run from February until August 2020. Apprentices are asked to come up with a project that will be of benefit to the local community.

This challenge recognises the skills and creativity of Apprentices and allows them to showcase their contribution to the Community. The main objectives of the challenge are:

* To source a suitable challenge.
* To demonstrate the quality of apprentices employed in Ayrshire.
* To demonstrate the high level of training offered by Ayrshire companies/organisations.
* To forge links between local companies and local communities.
* To raise the profile of local companies taking part.
* To highlight the Apprenticeship Family in Ayrshire.
* To encourage more young people to consider an Apprenticeship.
* To encourage more local companies to consider following an Apprenticeship framework.

Apprentices are given from February until August to plan, develop and complete the challenge.

Apprentices are tasked with completing a portfolio to submit to a panel of judges at the end of the project. Apprentices are then invited to a semi-final to present their challenge to a panel of judges and wider audience. Awards winners will be decided and announced at the semi-final and those winners would then be invited, as our guests, to the Ayrshire Business Awards in October for the announcement of the overall winner.

**Who can enter the Apprenticeship Community Challenge- Ayrshire?**

The awards are open to companies in Ayrshire with 1 or more Apprentices currently following one of the Apprenticeship Family Frameworks - Foundation (FA), Modern (MA) and/or Graduate (GA). The awards are open to individual apprentices or teams of apprentices, depending on the project being undertaken.

**What should the portfolio include?**

Your portfolio should include:

* Explanation of Project idea
* Evidence of Apprentices input in choosing project
* Project objectives
* Evidence of impact on the community
* Overall management of budget & source of budget
* Evidence of apprentice Learning & Development including new skills
* Staffing support
* Photographs of project development
* Contact information for Community project, employer and team, including testimonial from beneficiary.
* Work-diary detailing hours utilised/Time Sheet

**What will the judging process be?**

All teams will be invited to a Semi-Final (September 2020) where they will present on their project to a panel of judges and wider audience. All apprentices will receive a certificate to acknowledge their achievement. The panel of judges will award 3 awards at the semi-final with the final overall winner being announced in October during Ayrshire Business Week.

At the semi-final the apprentices will be asked to give a short presentation providing an overview of their project.

There is an award for the Best Presentation and DYW Ayrshire will be facilitating a free workshop on presentation skills for Apprentices prior to the event. Beneficiaries of the project will also have the opportunity to say a few words during the presentation.

**How do you submit portfolios?**

Portfolios should be submitted either electronically or in hard copy format (5 copies required) to Gillian Longmuir, DYW Ayrshire, c/o Ayrshire Chamber of Commerce, The Mezzanine, Glasgow Prestwick International Airport, Prestwick, Ayrshire KA9 2PL ([glongmuir@ayrshire-chamber.org](mailto:glongmuir@ayrshire-chamber.org)) **NO LATER THAN 12PM** on **Friday 14th August 2020**.

**What are the key dates?**

Registration Deadline- 6th March 2020

Portfolio Submission Deadline- 14th August 2020

Presentations Workshop- 21st August 2020

Semi Final- 11th September 2020

Overall Final- 9th October 2020 (TBC)

**Budget**

Whilst there is no limit to the amount spent by the apprentices/company, the portfolio should evidence where this funding has come from (i.e. have the apprentices raised the money themselves or has the company donated funds/resources). The budget does not form part of the marking process.

**Staffing support**

There is an expectation that the apprentice(s) will manage the project from inception through to completion on their own however support can be given by other members of staff where deemed necessary. This support should be recorded and noted in the portfolio.

**Further judging information.**

Judging of entries will be based upon the criteria specified and therefore all entrants should cover all of these points in their submission. Entrants may receive a visit by the DYW team.

Should anyone have any questions on the Apprenticeship Community Challenge- Ayrshire please contact Gillian Longmuir [glongmuir@ayrshire-chamber.org](mailto:glongmuir@ayrshire-chamber.org)