**Frequently Asked Questions**

**What is the Ayrshire Apprenticeship Challenge?**

The Ayrshire Apprenticeship Challenge, sponsored by Skills Development Scotland, will run from August 2024 until March 2025. 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 August 2024 until March 2025 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 present their challenge to a panel of judges and wider audience.

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

The awards are open to organisations and college apprentice teams 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 company teams of apprentices or blended teams (College), 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 present on their project to a panel of judges and wider audience.

All apprentices will receive a certificate to acknowledge their achievement.

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 in additional to 3 other optional workshops. 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 to Gillian Longmuir, DYW Ayrshire, c/o Ayrshire Chamber of Commerce, The Mezzanine, Glasgow Prestwick International Airport, Prestwick, Ayrshire KA9 2PL ([gillian@dywayrshire.com](mailto:gillian@dywayrshire.com))

NO LATER THAN 5PM on Friday 31st January 2025.

**What are the key dates?**

Registration Deadline **2nd August 2024**

July-January 2025- Completion of project

August 2024- Optional Team building workshop

September 2024- Optional Leadership workshop

November 2024- Optional Resilience workshop

January 2025- Optional Presentation Skills workshop

January 2025- Submit portfolio on 31st January 2025

March 2025- Final Event during Scottish Apprenticeship Week

**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 please contact Gillian – [gillian@dywayrshire.com](mailto:gillian@dywayrshire.com)