

Register of Apprenticeship Training Providers 2018 Workshop

Thursday, 13 December 2018
Novotel, Birmingham

Draft Agenda

9.30	Delegate Registration Refreshments & Networking Opportunity	<i>Refreshments area</i>
10.00	Welcome and Introduction	<i>Steve O'Hare, SCLO</i>
10.15	Session 1 – The Register <ul style="list-style-type: none"> The background behind the register and why the changes What sections need to be completed and why? What background documents do I need? 	
11.15	Mid-Morning Refreshments Break	<i>Refreshments area</i>
11.30	Session 2 – How to respond <ul style="list-style-type: none"> What are the ESFA buying? Analysing the specification What are the key messages I need to get across The importance of outcomes and performance 	<i>Steve O'Hare, SCLO</i>
12.30	Lunch	<i>Restaurant</i>
13.00	Session 3 – Successful Responses <ul style="list-style-type: none"> Analysing the questions Effective structuring of your response How to use data effectively What makes a good/bad example 	<i>Steve O'Hare, SCLO</i>
14.15	Afternoon Refreshments Break	<i>Refreshments area</i>
14.30	Session 4 – Effective Planning <ul style="list-style-type: none"> Using Bravo and the Q&A effectively What needs to be submitted Key do's/don'ts What comes next? 	<i>Steve O'Hare, SCLO</i>
15.30	Q&A	
16.00	Close	