

## Register of Apprenticeship Training Providers Workshop

Wednesday, 27 February 2019  
Birmingham

### Draft Agenda

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