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AELP Workshop

Register of Apprenticeship Training Providers – Lessons Learned

What does the new process tell us and what do we need to do next?

Facilitator: Steve O'Hare, Owner/Director, SCLO Consulting

25 June 2019
09:30am - 10:15am

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Agenda

09.30 am – Welcome and introductions

9.35 am – **The difference between the old register and the new**
- The background behind the register and why the changes?
- What sections need to be completed and why?
- Using Bravo effectively

9.45 am – **Understanding the steps required for a successful ROATP submission**
- Key question types
- What is being asked
- Analysing the questions being asked

10.00 am – **Planning the submission and understand what comes next**
- Policies and processes required
- Attachments
- Key do's/don'ts
- ESFA feedback

10.10 am - Q&As

10.15 am - Close

Audience Make-Up

Make up of the audience and interest in this session

At present is your organisation:

1. On the register as a main/employer provider and have an Ofsted Grade 2
2. On the register as a main/employer provider
3. On the register as a supporting provider
4. New to the register
5. Other

The difference between the old register and the new - The background behind the register and why the changes?

- Sets a benchmark for providers
- Gives buyers the re-assurance that providers have the desired systems and processes
- Sets a base for future employer procurement(s) and pre-selects eligible organisations to bid for/be awarded contracts moving forward
- Is the 'licence to practice'
- 2 years since the first launch
- No fixed opening/closing – ish….

Pre Qualification Questionnaire → Dynamic Purchasing System

The difference between the old register and the new - The background behind the register and why the changes?

Current Situation
- 2,579 providers listed on the register
  - 1,936 main route providers
  - 381 supporting providers
  - 262 employer providers
- c30% (750+) currently not delivering

Additional ESFA Concerns
- Shell providers, for sale to the highest bidder
- Challenges with 'poor' providers
- Lack of flexibility
- Subcontracting

The difference between the old register and the new - What sections need to be completed and why?

- Conditions of acceptance
- Organisation details
- Declarations
- Financial health
- Provider profile
- Leaders and managers
- People and Planning
- Readiness to engage
- Apprentices welfare
- Primary contacts
- Application declarations

Understanding the steps required for a successful ROATP submission - Using Bravo effectively

- Bravo Solutions is a tendering portal and is a brand name for a system
- Bravo is the ESFA's preferred portal
- Pre – Register Check List:

  - ➢ Do you have a login?
  - ➢ Do you have the login details – are these up to date?
  - ➢ Have you set up your messaging service – if you have check it again
  - ➢ Who is receiving the messages?
  - ➢ Familiarise yourself with the system and how to navigate the functions – you can do this in advance
  - ➢ As a last resort do a daily check – however if you have done your set up correctly you shouldn't need to do this

Understanding the steps required for a successful ROATP submission - Using Bravo effectively

- Online support via:
  www.education.bravosolution.co.uk
- Telephone support:
  +44 (0)20 7796 4170

Understanding the steps required for a successful ROATP submission - Key question types

10 sections which include:

- Yes/No tick boxes
  - ➢ Make sure you tick these
- Multiple choice
  - ➢ Ensure that the most relevant ones are selected – is there more than one to select?
- Embedded text answer (up to 2,000 characters)
  - ➢ Write these in word first, then paste in
- Attached spreadsheets
  - ➢ Ensure these are completed correctly
- More detailed documents/policies as attachments

Understanding the steps required for a successful ROATP submission - What is being asked

- Has your management team ever worked with employers or other organisations to develop and deliver training?
  If you answered 'Yes' give an example of how this was done?

- Have your leaders and managers documented clear expectations in relation to setting high standards of apprenticeship training?
  If you answered 'Yes' how have leaders and managers defined their expectations for high standards in apprenticeship training?

- How have these expectations been communicated to your employees?

- Give an example of how potential for improvements in training was identified through your quality evaluation process

Understanding the steps required for a successful ROATP submission - What is being asked

- What was put in place to improve training and what was the outcome?

- To make your existing quality process relevant for apprenticeship training, what changes will you need to make?

- How are you ensuring your organisation is ready to deliver training in apprenticeship Standards?

- Give an example of how your employees sector expertise has been maintained and kept up to date through your professional development process

- Give an example of how your employees teaching and training expertise has been maintained and kept up to date through your professional development process

Understanding the steps required for a successful ROATP submission - What is being asked

- How do you make your methods for delivering 20% OTJ relevant to the Frameworks or Standards you're offering?

- How do you ensure your methods for delivering 20% OTJ meet the needs of employers and apprentices?

- What's the main address where apprentices will be trained? For example: Building name or number, Street, Town or city, Country, Postcode

- How do you ensure that your apprentices are supported for the duration of their apprenticeship? (Employer Providers only)

Planning the submission and understand what comes next - Analysing the questions being asked

- What is the question asking
  - How?
  - Who?
  - What?
  - Why?
  - When?

- Who do I need support from?

- Why is the ESFA asking the question?

- What does the ESFA want you to show/prove?

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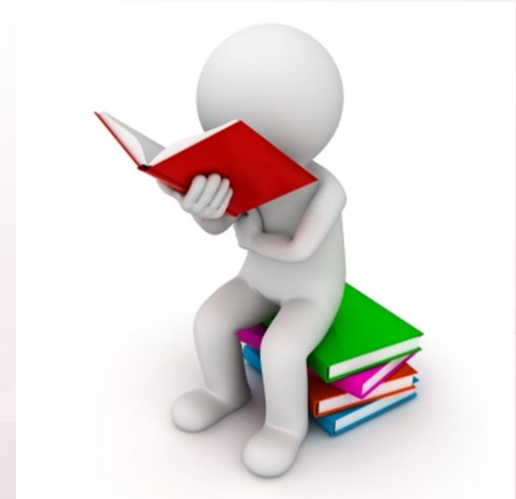
Planning the submission and understand what comes next - Policies and processes required

- Quality Evaluation Process
- Employer Engagement Practice
- Complaints Policy and Procedure
- Initial assessment of Prior Learning
- English and Maths Delivery Process
- Continuity Plan of Apprenticeship Training
- Policy for the Professional Development of your Employees
- Equality and Diversity Policy
- Safeguarding Policy
- Prevent Duty
- Health and Safety Policy

Planning the submission and understand what comes next - Attachments

- ICO Registration Certificate
- Management Hierarchy
- Staff Qualifications
- Commitment Statement
- Employer Contract
- Accounts
- Parent Company Accounts

Planning the submission and understand what comes next - Key do's/don'ts

Do's

- Be sure the route is for you
- Give yourself sufficient time – understand the deadline you are working to and plan back from that point
- Read the specification and the associated documents – highlight the key elements as you go
- Understand what you have to submit – don't get to the deadline and realise that you don't have a document, this could lead to non-compliance
- Plan effectively and create a check list
- Write a bid plan and build in sufficient time of review and changes
- Check, check and check again
- Have a submission process

Planning the submission and understand what comes next - Key do's/don'ts

Don'ts

- Leave it to the last minute – it isn't a quick job
- Write the bid in your 'spare' time
- Assume – if you are unsure ask a question
- Cut and paste too much
- Submit without checking it

Planning the submission and understand what comes next – ESFA Feedback

- Critical that providers keep their contact details up to date on Bravo. The ESFA will be inviting providers to re-apply via this route, if they don't apply during the specific window, this will go down as a fail
- ESFA will ask for further evidence if not fully submitted. Providers will be informed through Bravo and have 5 working days to respond - If you don't respond then the ESFA will take the application as read and will fail
- Don't just copy and paste from word and not check. Examples of missing sentences or words cut off at the end of word count
- Reference their UKPRN in all the attachments titles uploaded
- Complaints policy must be accessible on providers website

Education & Skills Funding Agency

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Planning the submission and understand what comes next – ESFA Feedback

Education & Skills Funding Agency

- https://www.gov.uk/guidance/register-of-apprenticeship-training-providers

- Latest ESFA RoATP Guidance

Questions

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Audience Confidence

Following the session, how confident are you in completing the refreshed register? Please select one.

1. Very Confident
2. Confident
3. Neither Confident or Not Confident
4. Not Confident
5. Very unconfident

Further Information

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