**What questions are levy-paying employers likely to ask?**

**Checklist tool for business development teams**

**Track record and delivery approach**

|  |  |  |
| --- | --- | --- |
| **Question from employer** | **Our response** | **Evidence / validation** |
| 1. What is your experience of delivering in this occupational area?
 |       |       |
| 1. What is the experience (and qualifications) of your tutors / trainers who will be delivering the apprenticeship? Can we meet them first? Will we get a choice?
 |       |       |
| 1. What is your experience of delivering new apprenticeship standards? In what ways have you changed your approach to delivery as a result?
 |       |       |
| 1. How do you undertake initial assessment of apprentices? How is this built into their ongoing apprenticeship programme?
 |       |       |
| 1. What does your proposed delivery model look like? Where is the flexibility for us as an employer, if we would like any of it changed?
 |       |       |
| 1. If we were to undertake some of the delivery (e.g. development of the behaviours) how will this affect the cost of the apprenticeship?
 |       |       |
| 1. How often will you be meeting the apprentice’s line manager / mentor to discuss progress?
 |       |       |
| 1. What do you expect from us as the employer?
 |       |       |
| 1. How will you be preparing the apprentice for end-point assessment?
 |       |       |
| 1. Would you recommend any end-point assessment organisations for this particular standard? What are the main components of the end-point assessment?
 |       |       |
| 1. If required, will you be able to assist us in recruitment of a suitable candidate?
 |       |       |
| 1. Can we see your proposed commitment statement and any other relevant supporting paperwork?
 |       |       |

**Quality of delivery - validation**

|  |  |  |
| --- | --- | --- |
| **Question from employer** | **Our response** | **Evidence / validation** |
| 1. What are your key strengths / areas for development (specific to apprenticeships) from your most recent Ofsted inspection?
 |       |       |
| 1. What are your achievement levels for apprentices in this occupational area?
 |       |       |
| 1. What apprenticeship feedback to you have for this occupational area?
 |       |       |
| 1. What employer feedback do you have for this occupational area? Can we see testimonials, case study, or speak to previous / existing clients?
 |       |       |

**Due diligence - legal and financial checks**

|  |  |  |
| --- | --- | --- |
| **Question from employer** | **Our response** | **Evidence / validation** |
| 1. Are you in good financial health based on your latest published accounts, cash flow statements and solvency?
 |       |       |
| 1. Are their any unsatisfied county court judgements against you? Are you a party in any litigation which might affect your ability to deliver the proposed services, e.g. action in the civil or criminal courts or employment tribunal?
 |       |       |
| 1. Are you on the ESFA Register of Apprenticeship Training Providers (RoATP) and hold a UK Provider Reference Number (UKPRN)?
 |       |       |
| 1. Do you use delivery subcontractors? If so, will they be involved in training my apprentice/s, and what is their track record?
 |       |       |
| 1. Have you ever had any contracts relating to apprenticeships terminated, and if so what were the reasons for termination?
 |       |       |
| 1. Do you have sufficient capacity to deliver the commitments under the proposed service agreement whilst still meeting your other commitments?
 |       |       |
| 1. Do you comply with health and safety legislation, and are you able to carry out health and safety risk assessments covering the proposed contract?
 |       |       |
| 1. Have you declared any reportable injuries, diseases and dangerous occurrences covered by RIDDOR regulations (last 3 years)? What actions have been implemented to prevent recurrences?
 |       |       |
| 1. Do you comply with legislation on employment (including the use of volunteers) and immigration?
 |       |       |
| 1. Do you promote equality and diversity and make a commitment to raising achievement among all groups: gender; ethnic origin; age; transgender; ex-offenders; and any others identified as under-achieving?
 |       |       |
| 1. Do you have effective processes for preventing and dealing effectively with bullying and harassment?
 |       |       |
| 1. Do you properly understand your obligations to safeguard young people and vulnerable adults, including staff recruitment, vetting and training; dealing with allegations and concerns; whistle-blowing; and checking workplaces based on assessment of risk?
 |       |       |
| 1. Do you properly understand your obligations under the Prevent duty?
 |       |       |
| 1. Do you fully comply with data protection legislation and GDPR (including notifying the Information Commissioner’s Office that they process personal information) and have appropriate data protection and security systems for the exchange of personal and financial data?
 |       |       |
| 1. Do you have enough appropriately qualified and trained staff and associated resources to deliver the proposed contract effectively from the start?
 |       |       |
| 1. Do you have appropriate arrangements to support learners with disabilities and/or learning difficulties?
 |       |       |
| 1. Do you have appropriate arrangements to monitor and continuously improve the quality of your work?
 |       |       |
| 1. Do you understand fully all clauses in the proposed contract, and have you reviewed all the implications of them?
 |       |       |