

Preparing to reapply to the Register of Apprenticeship Training Providers (RoATP)

JUNE 2021

#RoATPrefresh

Introductions



Tim Chewter

SDN

Chair



Karen Kelly

Strategic Associate, SDN

Presenter



Anna Sutton

Strategic Associate, SDN

Presenter

Introductions



Susanna Lawson
CEO/Co-founder, OneFile
Speaker



Tracy Turner
Best Choice Training
Speaker

Today's agenda



- Introductions
- The Register – what's new?
- Insights from a provider who has already reapplied
- Making your application – hints, tips and approaches
- How to start preparing now, ready for your submission
- Q&A

Hearing from you



A couple of poll questions...

The Register

- Context / refresh – what does it mean and who is it for?
- Exemptions
- Conditions of Acceptance
- Invitation -
 - Timeline: 6 weeks notice ahead of your calendar month application window
 - Contact – by e-mail / Bravo platform main contact

The Register

What's new / different?

- Bigger!
- Policies need to be signed by senior member or director, PDF and size limit
- No generic or third-party policies
- No export function from the digital application
- More text-based questions
- More testing of readiness of capability and readiness
- More requirement for details on responsible staff for functions
- You can change your route
- Apply via new Digital Apprenticeship Service
- Automated question filtering - style of census or passport form
- Single user log in
- Reference to Covid-19 arrangements

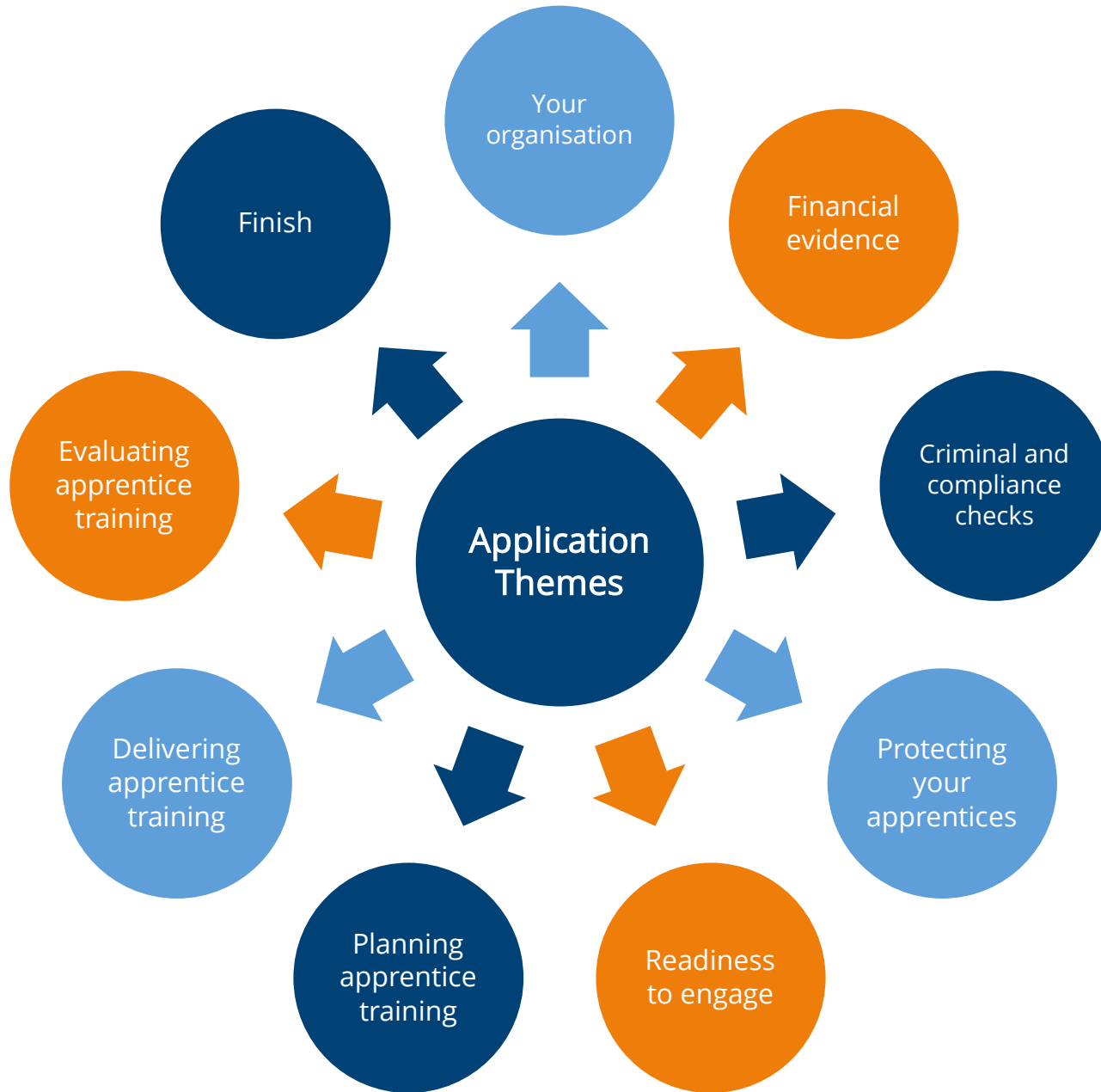
Policies

Document
uploads

Short-fill
Q's & Y/N

Multiple-
choice Q's

Text-
based Q's



Application overview

Organisation name

Trading name

UKPRN [Change](#)

Provider route [Change](#)

1. Your organisation

[Introduction and what you'll need](#) NEXT

Organisation information

Confirm who's in control

Describe your organisation

Experience and accreditation

2. Financial evidence

Introduction and what you'll need

Your organisation's financial evidence

Your UK ultimate parent company's financial evidence NOT REQUIRED

Insights from a Provider

Tracy Turner

Best Choice Training

#RoATPrefresh

Protecting your apprentices



- 5 policy uploads
- Are your policies up to date?
- Generic policies not accepted
 - Specific to your organisation, apprentices and trainers
- Review and change management process / Version control
- Signed by a senior employee

Readiness to engage

- 6-7 text questions (1 with 150 word limit, remaining 275 word)
- 1 policy and 2 documents to upload
- Previous application policies which may be of help for questions:
 - Employer engagement policy or Practice
 - Initial Assessment Process
 - English and Maths Process

Prior learning of apprentices

What is your organisation's process for initial assessments to recognise prior learning?

Your answer must include how your organisation will:

- review personal learning records
- review relevant education (including training, qualifications and work experience already achieved)
- identify and analyse skill gaps
- use apprenticeships to address any skill gaps

Find out more about [initial assessments \(opens in a new window or tab\)](#).

You have 274 words remaining

Save and continue

[Return to this question later](#)

Planning apprenticeship training



- 5 text questions (275 words) if you only deliver Standards but more if you deliver frameworks
- New areas of focus:
 - Engagement with EPAOs
 - How apprentices will be supported
 - How your staff to learner ratio offers quality support to apprentices
- Forecasting starts - read “joining” as “re-accepted on to the register”
- Bigger question on off the job training (750 words!) – give examples

#RoATPrefresh

Delivering apprenticeship training



- 5 text questions
- 2 document uploads
- Some previous application responses to the leadership and management questions may still be relevant
- Questions lend themselves to real examples - tell your story!
- Sectors map back to the IfATE 15 occupational routes
- List all standards you intend to deliver – we suggest STA code and full title
- Details of most experienced employee for each sector
- Starts forecast in the first / next 12 months of delivery by sector (don't forget previous response!)

#RoATPrefresh

Evaluating apprenticeship training



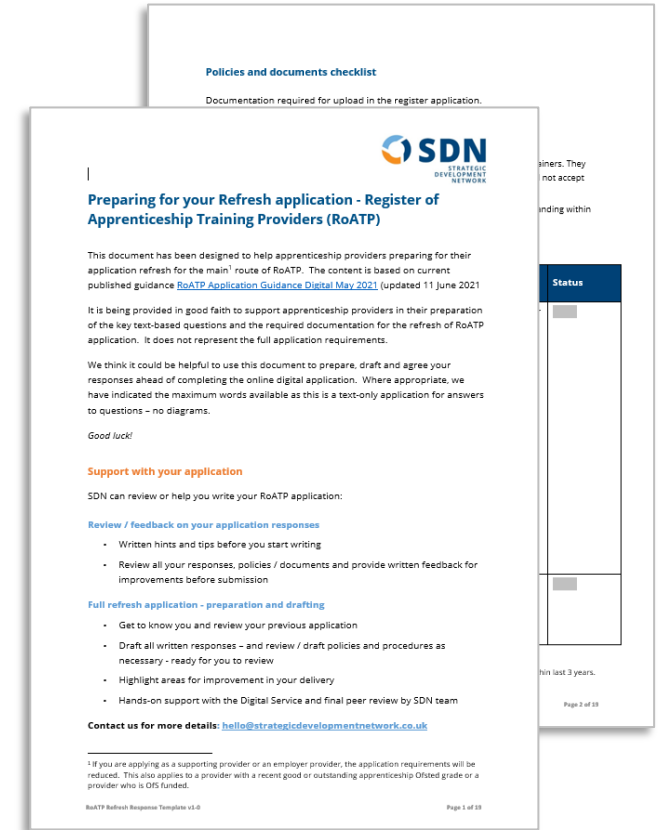
- 3 text questions - each a maximum of 275 words
- Previous Quality Evaluation Process submitted which may be helpful to develop responses
- 275 words can be quite limiting - no diagrams



Planning your submission

Considerations

- ✓ Timing and planning ahead
- ✓ Who will / should take the lead / needs to be involved?
- ✓ Version control of ESFA guidance
- ✓ Checking contact details of superuser on Bravo
- ✓ Use a Word document / template
 - ✓ Read and answer the headline question and every bullet in the guidance
- ✓ Content from your previous submission may still be useful



Our support services

Reapplying to RoATP

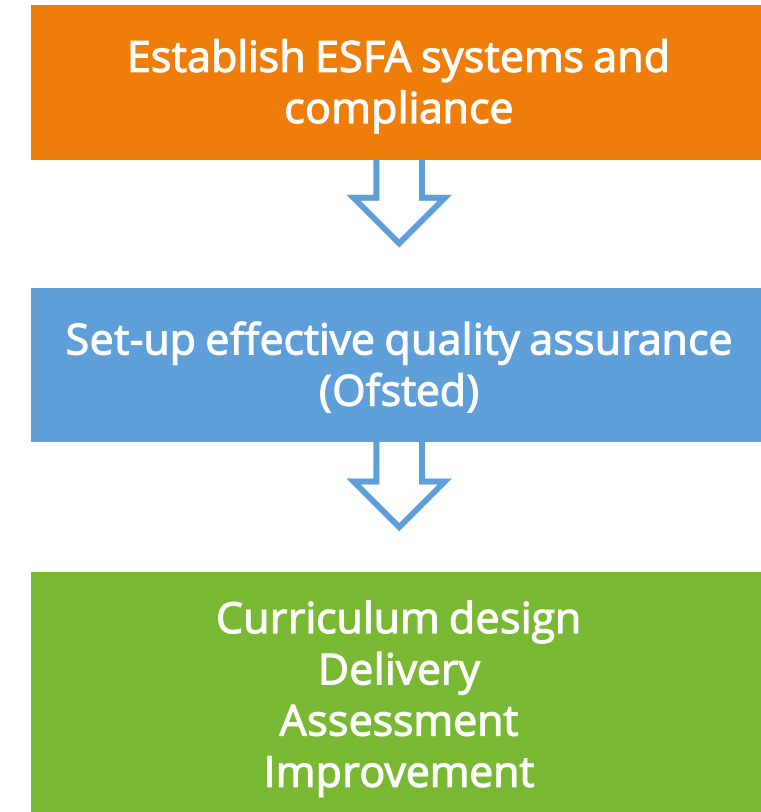
Review / feedback on your application responses

- Written hints and tips before you start writing
- Review all your responses, policies / documents
- Provide written feedback for improvements before submission

Full refresh application - preparation and drafting

- Get to know you and review your previous application
- Draft all written responses ready for you to review
- Review / draft policies and procedures as necessary
- Highlight areas for improvement in your delivery
- Hands-on support with the Digital Service and final peer review by SDN team prior to submission

Set-up and delivery



#RoATPrefresh

Your apprenticeship journey with OneFile

RPL Funding Calculator

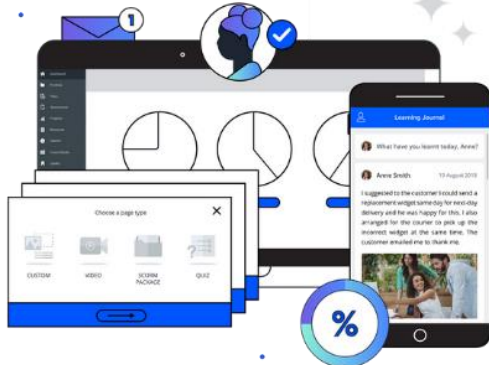


Assessment of functional skills

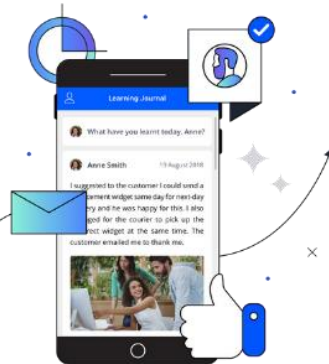
Individualised Learner Record (ILR)



Enrol



Eportfolio & Learning Hub



End-Point Assessment (EPA)



Questions & Answers

Type your questions into the Q&A panel

Quick links



- Application Guidance - <https://www.gov.uk/guidance/roatp-application-guidance-digital-may-2021>
- ESFA application video - https://www.youtube.com/watch?v=W5c41DM_ef0
- Provider Guide to delivering high quality apprenticeships- <https://www.gov.uk/government/publications/provider-guide-to-delivering-high-quality-apprenticeships>

#RoATPrefresh



THANK YOU FOR JOINING US

Zoe Bolger

e: zoe@strategicdevelopmentnetwork.co.uk

t: 07415 414 877

w: www.strategicdevelopmentnetwork.co.uk

#RoATPrefresh