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PQQ Response Questionnaire for: pqq\_29012

**COLOUR LEGEND**

Optional Response
Mandatory Response
Ignored During Import
Questionnaire Information

Currency:GBP

**1 Qualification Envelope**

**1.1 Introduction**

	Note	Note Details
1.1.1	What you're applying to	You're applying to join the Register of Apprenticeship Training Providers as a main provider.
1.1.2	Application route	To check your application route go to 'Register of apprenticeship training providers' on GOV.UK. Then go to 'Choose an application route'.
1.1.3	Eligibility to apply	To check your eligibility to apply go to 'Register of apprenticeship training providers' on GOV.UK. Then go to 'Check your eligibility'.
1.1.4	Application guidance	To see the application guidance go to 'Register of apprenticeship training providers' on GOV.UK. Then go to 'Application guidance'. The guidance will support you with your application

**1.2 Our conditions of acceptance**

	Note	Note Details			
1.2.1	Conditions of acceptance	You must agree to our conditions of acceptance. They ensure government funding and apprentice needs are protected.			
1.2.2	Application	• you provide inadequate, incomplete or materially misleading or inaccurate information in your application			
1.2.3	Compliance and delivery	• your organisation does not directly deliver apprenticeship training within 12 months of being listed on the register or in any 12 month period - delivery as a sub-contractor does not count as direct delivery for these purposes			
	Question	Description	Type of Response	Response Guide	Response
1.2.4	COA-1	I agree to the conditions of acceptance and understand my application may be rejected or my organisation removed from RoATP if I do any of these.	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	

**1.3 Your organisation**

	Note	Note Details			
1.3.1	Organisation details	We need details for the legal entity applying and your employees responsible for apprenticeship training and management.			
	Question	Description	Type of Response	Response Guide	Response
1.3.2	OD-1	What's your UK Provider Reference Number (UKPRN)?	Numeric	Enter a numeric value	
1.3.3	OD-2	What's the legal name of your organisation?	Text	Enter plain text	
1.3.4	OD-3	If you trade under a different name, what's your trading name?	Text	Enter plain text	
1.3.5	OD-4	What's your UK registered business address?	Text	Enter plain text	
1.3.6	OD-5	What's your company number?  Enter NA if you are not registered with Companies House.	Text	Enter plain text	
1.3.7	OD-6	If registered with a charity commission or regulator, enter your Charity Registration Number	Text	Enter plain text	
1.3.8	OD-7	What's the legal status of your organisation?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.3.9	OD-8	How long have you been actively trading?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.3.10	OD-9	What type of organisation are you?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.3.11	OD-10	How would you classify your organisation?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.3.12	OD-11	Upload a copy of your registration certificate from the Information Commissioners Office (ICO).  It must include processing of personal data for delivering education and training.	Attachment	The applicable attachment must be uploaded	
1.3.13	OD-12	Upload your management hierarchy for apprenticeships  You must complete this using the template found at: <a href="https://www.gov.uk/guidance/register-of-apprenticeship-training-providers#application-guidance">https://www.gov.uk/guidance/register-of-apprenticeship-training-providers#application-guidance</a>	Attachment	The applicable attachment must be uploaded	
1.3.14	OD-13	Enter the first and last name of your officer accountable for apprenticeships	Text	Enter plain text	

**1.4 Your declarations: criminal convictions**

	Note	Note Details			
1.4.1	Criminal convictions	We have a duty to protect public funding, employers and apprentices where you have had convictions relating to specific criminal offences.			
	Question	Description	Type of Response	Response Guide	Response

1.4.2	DE-EX-1	<p>Within the past 5 years, has anyone who still represents, supervises or has control in your organisation or a partner or parent organisations been convicted of:</p> <ul style="list-style-type: none"> <li>any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f)</li> <li>conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977</li> <li>conspiracy within the meaning of article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/842/JHA on the fight against organised crime</li> </ul>	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.4.3	DE-EX-2	<p>Within the past 5 years, has anyone who still represents, supervises or has control in your organisation or a partner or parent organisation been convicted of:</p> <ul style="list-style-type: none"> <li>money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002</li> <li>an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996</li> <li>an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc) Act 2004</li> <li>an offence under section 59A of the Sexual Offences Act 2003</li> <li>an offence under section 71 of the Coroners and Justice Act 2009</li> <li>an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 and 51 of the Drug Trafficking Act 1994</li> </ul>	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.4.4	DE-EX-3	<p>Within the past 5 years, has anyone who still represents, supervises or has control in your organisation or a partner or parent organisation been convicted of any offence listed in:</p> <ul style="list-style-type: none"> <li>section 41 of the Counter Terrorism Act 2008</li> <li>schedule 2 of the Counter Terrorism Act 2008 where the court has determined that there is a terrorist connection</li> <li>any offence under sections 44 to 46 of the Serious Crime Act 2007</li> </ul>	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.4.5	DE-EX-4	<p>Within the past 5 years, has anyone who still represents, supervises or has control in your organisation or a partner or parent organisations been convicted of any offence that relates to fraud affecting the European Communities' financial interests as defined by article 1 of the Convention of the Protection of the Financial Interests of the European Communities, including:</p> <ul style="list-style-type: none"> <li>the common law offence of cheating the Revenue (HMRC)</li> <li>the common law offence of conspiracy to defraud</li> <li>fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978</li> <li>fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006</li> <li>fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994</li> <li>an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993</li> <li>destroying, defacing or concealing of</li> </ul>	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.4.6	DE-EX-5	<p>Within the past 5 years, has anyone who still represents, supervises or has control in your organisation or a partner or parent organisations been convicted of:</p> <ul style="list-style-type: none"> <li>corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906</li> <li>the common law offence of bribery</li> <li>bribery within the meaning of sections 1, 2, or 6 of the Bribery Act 2010</li> </ul>	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	

<b>1.5 Your declarations: compliance</b>		
Note	Note Details	

1.5.1	Compliance	We have a duty to appraise your organisation in respect to its status and, funding and contractual history.			
	Question	Description	Type of Response	Response Guide	Response
1.5.2	DE-EX-6	Confirm whether your organisation or any partner organisations is in:  <ul style="list-style-type: none"> <li>• voluntary administration</li> <li>• company voluntary arrangement</li> <li>• compulsory winding up</li> <li>• receivership</li> <li>• composition with creditors</li> </ul>	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.5.3	DE-EX-7	Within the last 3 years, has your organisation or any of partner organisations:  <ul style="list-style-type: none"> <li>• been made bankrupt</li> <li>• been the subject of insolvency or winding-up proceedings</li> </ul>	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.5.4	DE-EX-8	Within the last 3 years, have any of the following applied to your organisation:  <ul style="list-style-type: none"> <li>• failure to repay funding due to the ESFA or any other public body in excess of £50,000.</li> <li>• failure to repay funding due under a sub-contract to deliver education and training services funded by the ESFA in excess of £50,000.</li> <li>• early termination of a contract with a public body</li> <li>• early withdrawal from a contract with a public body</li> </ul>	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.5.5	DE-EX-9	Within the last 3 years, have any of the following applied to your majority shareholders, current directors, senior employees or anyone with powers of representation, decision or control:  <ul style="list-style-type: none"> <li>• failure to repay funding due to ESFA or any other public body in excess of £50,000</li> <li>• early termination of a contract with a public body</li> <li>• early withdrawal from a contract with a public body</li> </ul>	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.5.6	DE-EX-10	Within the last 3 years, have any of the following applied to your majority shareholders, current directors, senior employees or anyone with powers of representation, decision or control:  <ul style="list-style-type: none"> <li>• ongoing investigations relating to suspicion of fraud or irregularities</li> <li>• possible failure to comply with conditions of funding under an existing ESFA funding agreement or sub-contract.</li> </ul>	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.5.7	DE-EX-11	Within the last 3 years, have any of your current directors or senior employees breached tax payments or social security contributions?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.5.8	DE-EX-12	Have any current directors or senior employees been removed from a charity commission, charity regulator or appear on the Register of Removed Trustees?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.5.9	DE-EX-13	Has your organisation been subject to any of the following:  <ul style="list-style-type: none"> <li>• involuntary withdrawal of Initial Teacher Training accreditation</li> <li>• removal from the Register of Training Organisations (RoTO)</li> <li>• removal of funding by the Higher Education Funding Council for England (HEFCE)</li> <li>• removal of funding by the Office for Students (OfS)</li> <li>• removal from other professional or trade registers within the sector you will offer apprenticeship training</li> </ul>	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.5.10	DE-EX-14	Within the last 3 months, has any of the following applied to your organisation or partner organisations:  <ul style="list-style-type: none"> <li>• safeguarding issues that resulted in further investigation</li> <li>• whistleblowing that resulted in further investigation</li> </ul>	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	

<b>1.6 Your financial health: exemption</b>					
	Question	Description	Type of Response	Response Guide	Response
1.6.1	FH-1	Do you consider your organisation exempt from financial health assessment?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.6.2	FH-2	If you answered 'Yes' to question FH-1, what class of organisation are you?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	

<b>1.7 Your financial health: only if you answer 'No' to question</b> Responses to this Section will be considered only if: FH-1 = No					
	Note	Note Details			
1.7.1	Financial information	We need your financial information to assess your performance and ability to meet ongoing financial commitments.			
	Question	Description	Type of Response	Response Guide	Response

1.7.2	FH-3	Is your annual turnover above £75 million and your total funding from the ESFA expected to be less than 5% of your annual turnover?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.7.3	FH-4	What financial evidence are you providing?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.7.4	FH-5	If you are providing financial statements in question FH-4, have they been submitted to Companies House or the Charity Commission?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.7.5	FH-6	What's the accounting reference date for the financial information being submitted?	Date	Enter a valid Date	
1.7.6	FH-7	How long is this accounting period? Enter the number of months between 1 and 23	Numeric	Enter a numeric value	
1.7.7	FH-8	Who provided your financial evidence?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.7.8	FH-9	Upload your financial evidence	Attachment	The applicable attachment must be uploaded	
1.7.9	FH-10	Do you have an ultimate UK parent company?  This cannot be a dormant company.	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.7.10	FH-11	If you answered 'Yes' to question FH-10, enter their full name	Text	Enter plain text	
1.7.11	FH-12	If you answered 'Yes' to question FH-10, enter their company number	Text	Enter plain text	
1.7.12	FH-13	If you answered 'Yes' to question FH-10, what financial evidence are you providing for them?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.7.13	FH-14	If you answered 'Yes' to question FH-10, upload their financial evidence	Attachment	The applicable attachment must be uploaded	

<b>1.8 Your financial health: only if you answer 'No' to question</b> <b>Responses to this Section will be considered only if: FH-3 = No</b>					
	Note	Note Details			
1.8.1	Financial figures	We need your financial figures for the applying organisation only. Do not include your parent company in these.			
	Question	Description	Type of Response	Response Guide	Response
1.8.2	FH-15	Total turnover (£)	Numeric	Enter a numeric value	
1.8.3	FH-16	Total depreciation and amortisation charges for the year (£)	Numeric	Enter a numeric value	
1.8.4	FH-17	Profit or loss after tax (£)	Numeric	Enter a numeric value	
1.8.5	FH-18	Dividends (£)	Numeric	Enter a numeric value	
1.8.6	FH-19	Total current assets (£)	Numeric	Enter a numeric value	
1.8.7	FH-20	Total current liabilities (£)	Numeric	Enter a numeric value	
1.8.8	FH-21	Total borrowings (£)	Numeric	Enter a numeric value	
1.8.9	FH-22	Shareholder's funds/net assets (£)	Numeric	Enter a numeric value	
1.8.10	FH-23	Total intangible assets (£)	Numeric	Enter a numeric value	

<b>1.9 Your profile</b>					
	Note	Note Details			
1.9.1	Organisation profile	We need details of your profile in relation to Ofsted, other registration and accreditation you may hold.			
	Question	Description	Type of Response	Response Guide	Response
1.9.2	PR-1	Within the last 3 years, have you had an Ofsted inspection and been awarded an 'apprenticeship' grade of outstanding or good and, maintained ESFA, SFA or EFA funding since that date?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	

<b>1.10 Your profile: only if you answer 'No' to question PR-1</b> <b>Responses to this Section will be considered only if: PR-1 = No</b>					
	Question	Description	Type of Response	Response Guide	Response
1.10.1	PR-2	Are you funded by the Office for Students (OFS)?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	

<b>1.11 Your profile: only if you answer 'No' to question PR-2</b> <b>Responses to this Section will be considered only if: PR-2 = No</b>					
	Question	Description	Type of Response	Response Guide	Response
1.11.1	PR-3	Are you accredited to provide Initial Teacher Training (ITT) and is the post graduate teaching apprenticeship the only apprenticeship you are intending to offer?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	

<b>1.12 Your profile: only if you answer 'No' to question PR-3</b> <b>Responses to this Section will be considered only if: PR-3 = No</b>					
	Question	Description	Type of Response	Response Guide	Response
1.12.1	PR-4	Within the last 3 years, have you had an Ofsted inspection under the remit of FE and Skills, and been awarded an 'overall effectiveness' grade of outstanding or good and, maintained ESFA, SFA or EFA funding since that date?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	

<b>1.13 Your leaders and managers: only if you answer 'Yes' to</b> <b>Responses to this Section will be considered only if: PR-2 = Yes</b>					
	Note	Note Details			
1.13.1	Training experience	We need details of your management structures experience of working with employers to develop programmes and train their employees.			
	Question	Description	Type of Response	Response Guide	Response

1.13.2	CC-LM-7	Has your management team ever worked with employers or other organisations to develop and deliver training?	Multi Choice Option List	Mark the applicable Options as "Option Selected"	Yes, with employers to deliver to their staff Yes, with other organisations No
1.13.3	CC-LM-8	If you answered 'Yes' to question CC-LM-7, give an example of how this was done?	Text	Enter plain text	
	Note	Note Details			
1.13.4	Expectation setting	We need details of how leaders and managers have set high expectations in relation to training, and how these have been communicated within the organisation.			
	Question	Description	Type of Response	Response Guide	Response
1.13.5	CC-LM-9	Have your leaders and managers documented clear expectations in relation to setting high standards of apprenticeship training?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.13.6	CC-LM-10	If you answered 'Yes' to question CC-LM-9, how have leaders and managers defined their expectations for high standards in apprenticeship training?	Text	Enter plain text	
1.13.7	CC-LM-11	If you answered 'Yes' to question CC-LM-9, how have these expectations been communicated to your employees?	Text	Enter plain text	
	Note	Note Details			
1.13.8	Quality of training	We need details of your quality assurance processes and how you measure this through key performance indicators (KPI's).			
	Question	Description	Type of Response	Response Guide	Response
1.13.9	CC-LM-12	Upload a copy of your process for evaluating quality of training and outcomes	Attachment	The applicable attachment must be uploaded	
1.13.10	CC-LM-13	Do you have a range of measures and KPI's to monitor quality of your training?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.13.11	CC-LM-14	Give an example of how potential for improvements in training was identified through your quality evaluation process	Text	Enter plain text	
1.13.12	CC-LM-15	What was put in place to improve training and what was the outcome?	Text	Enter plain text	
1.13.13	CC-LM-16	Do you have systems and processes in place to collect data and information relating to apprenticeship training?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.13.14	CC-LM-17	To make your existing quality process relevant for apprenticeship training, what changes will you need to make?	Text	Enter plain text	
1.13.15	CC-LM-18	Are you aware of the Ofsted Common Inspection Framework and Handbook for Further Education and Skills and, have evaluated your organisation against these?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.13.16	CC-LM-19	Have you had a monitoring visit from Ofsted in relation to apprenticeship training?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
	Note	Note Details			
1.13.17	Market awareness	We need to know that your leaders and managers understand the market and are able to react to changes in a positive way.			
	Question	Description	Type of Response	Response Guide	Response
1.13.18	CC-LM-20	Do leaders and managers understand the apprenticeship needs for employers and their sectors?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.13.19	CC-LM-21	Do you have processes in place to ensure your apprenticeship training meets the needs of employers and their sectors?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.13.20	CC-LM-22	Is your apprenticeship training meeting local, regional and national priorities, and you are able to respond to changes in these when required?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	

<b>1.14</b>	<b>Your leaders and managers: only if you answer 'Yes' to</b>	<b>Responses to this Section will be considered only if: PR-4 = Yes</b>			
	Note	Note Details			
1.14.1	Training experience	We need details of your management structures experience of working with employers to develop programmes and train their employees.			
	Question	Description	Type of Response	Response Guide	Response
1.14.2	CC-LM-7	Has your management team ever worked with employers or other organisations to develop and deliver training?	Multi Choice Option List	Mark the applicable Options as "Option Selected"	Yes, with employers to deliver to their staff Yes, with other organisations No
1.14.3	CC-LM-8	If you answered 'Yes' to question CC-LM-7, give an example of how this was done?	Text	Enter plain text	
	Note	Note Details			
1.14.4	Expectation setting	We need details of how leaders and managers have set high expectations in relation to training, and how these have been communicated within the organisation.			
	Question	Description	Type of Response	Response Guide	Response
1.14.5	CC-LM-9	Have your leaders and managers documented clear expectations in relation to setting high standards of apprenticeship training?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.14.6	CC-LM-10	If you answered 'Yes' to question CC-LM-9, how have leaders and managers defined their expectations for high standards in apprenticeship training?	Text	Enter plain text	
1.14.7	CC-LM-11	If you answered 'Yes' to question CC-LM-9, how have these expectations been communicated to your employees?	Text	Enter plain text	

	Note	Note Details			
1.14.8	Quality of training	We need details of your quality assurance processes and how you measure this through key performance indicators (KPI's).			
	Question	Description	Type of Response	Response Guide	Response
1.14.9	CC-LM-12	Upload a copy of your process for evaluating quality of training and outcomes	Attachment	The applicable attachment must be uploaded	
1.14.10	CC-LM-13	Do you have a range of measures and KPI's to monitor quality of your training?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.14.11	CC-LM-14	Give an example of how potential for improvements in training was identified through your quality evaluation process?	Text	Enter plain text	
1.14.12	CC-LM-15	What was put in place to improve training and what was the outcome?	Text	Enter plain text	
1.14.13	CC-LM-16	Do you have systems and processes in place to collect data and information relating to apprenticeship training?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.14.14	CC-LM-17	To make your existing quality process relevant for apprenticeship training, what changes will you need to make?	Text	Enter plain text	
1.14.15	CC-LM-18	Are you aware of the Ofsted Common Inspection Framework and Handbook for Further Education and Skills and, have evaluated your organisation against these?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.14.16	CC-LM-19	Have you had a monitoring visit from Ofsted in relation to apprenticeship training?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
	Note	Note Details			
1.14.17	Market awareness	We need to know that your leaders and managers understand the market and are able to react to changes in a positive way.			
	Question	Description	Type of Response	Response Guide	Response
1.14.18	CC-LM-20	Do leaders and managers understand the apprenticeship needs for employers and their sectors?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.14.19	CC-LM-21	Do you have processes in place to ensure your apprenticeship training meets the needs of employers and their sectors?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.14.20	CC-LM-22	Is your apprenticeship training meeting local, regional and national priorities, and you are able to respond to changes in these when required?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	

1.15 Your leaders and managers: only if you answer 'No' to		Responses to this Section will be considered only if: PR-4 = No			
	Question	Description	Type of Response	Response Guide	Response
1.15.1	GO-0A	Do you have a: <ul style="list-style-type: none"> <li>plan for continuity of apprenticeship training</li> <li>policy for safeguarding and Prevent</li> <li>policy for equality and diversity</li> <li>policy for health and safety</li> </ul>	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
	Note	Note Details			
1.15.2	Training experience	We need details of your management structures experience in delivering training, as well as any evidence of working with employers to develop programmes and train their employees.			
	Question	Description	Type of Response	Response Guide	Response
1.15.3	CC-LM-1	Do you have a management structure in place to develop and deliver apprenticeships?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.15.4	CC-LM-2	Do you have a training manager or dedicated training team?	Multi Choice Option List	Mark the applicable Options as "Option Selected"	Yes we have a training manager Yes we have a dedicated training team No
1.15.5	CC-LM-3	If you answered 'Yes' to CC-LM-1, enter the first and last name of your most experienced manager in developing and delivering training.	Text	Enter plain text	
1.15.6	CC-LM-4	How much experience do they have in developing, delivering and managing training?  This experience can be with your organisation or in previous employment.	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.15.7	CC-LM-5	For training that your management team has been responsible for, how has this been delivered to learners?	Multi Choice Option List	Mark the applicable Options as "Option Selected"	classroom-based coaching e-learning mentoring on the job other
1.15.8	CC-LM-6	What's been the typical duration of the training delivered to your learners?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.15.9	CC-LM-7	Has your management team ever worked with employers or other organisations to develop and deliver training?	Multi Choice Option List	Mark the applicable Options as "Option Selected"	Yes, with employers to deliver to their staff Yes, with other organisations No
1.15.10	CC-LM-8	If you answered 'Yes' to question CC-LM-7, give an example of how this was done?	Text	Enter plain text	

	Note	Note Details			
1.15.11	Expectation setting	We need details of how leaders and managers have set high expectations in relation to training, and how these have been communicated within the organisation.			
	Question	Description	Type of Response	Response Guide	Response
1.15.12	CC-LM-9	Have your leaders and managers documented clear expectations in relation to setting high standards of apprenticeship training?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.15.13	CC-LM-10	If you answered 'Yes' to question CC-LM-9, how have leaders and managers defined their expectations for high standards in apprenticeship training?	Text	Enter plain text	
1.15.14	CC-LM-11	If you answered 'Yes' to question CC-LM-9, how have these expectations been communicated to your employees?	Text	Enter plain text	
	Note	Note Details			
1.15.15	Quality of training	We need details of your quality assurance processes and how you measure this through key performance indicators (KPI's).			
	Question	Description	Type of Response	Response Guide	Response
1.15.16	CC-LM-12	Upload a copy of your process for evaluating quality of training and outcomes	Attachment	The applicable attachment must be uploaded	
1.15.17	CC-LM-13	Do you have a range of measures and KPI's to monitor quality of your training?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.15.18	CC-LM-14	Give an example of how potential for improvements in training was identified through your quality evaluation process?	Text	Enter plain text	
1.15.19	CC-LM-15	What was put in place to improve training and what was the outcome?	Text	Enter plain text	
1.15.20	CC-LM-16	Do you have systems and processes in place to collect data and information relating to apprenticeship training?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.15.21	CC-LM-17	To make your existing quality process relevant for apprenticeship training, what changes will you need to make?	Text	Enter plain text	
1.15.22	CC-LM-18	Are you aware of the Ofsted Common Inspection Framework and Handbook for Further Education and Skills and, have evaluated your organisation against these?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.15.23	CC-LM-19	Have you had a monitoring visit from Ofsted in relation to apprenticeship training?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
	Note	Note Details			
1.15.24	Market awareness	We need to know that your leaders and managers understand the market and are able to react to changes in a positive way.			
	Question	Description	Type of Response	Response Guide	Response
1.15.25	CC-LM-20	Do leaders and managers understand the apprenticeship needs for employers and their sectors?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.15.26	CC-LM-21	Do you have processes in place to ensure your apprenticeship training meets the needs of employers and their sectors?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.15.27	CC-LM-22	Is your apprenticeship training meeting local, regional and national priorities, and you are able to respond to changes in these when required?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	

1.16 Your people and planning																																			
	Note	Note Details																																	
1.16.1	Planning	We need details of your plans for apprenticeship training for the next 12 months.																																	
	Question	Description	Type of Response	Response Guide	Response																														
1.16.2	CC-PP-1	What sectors will you offer apprenticeship training in?	Multi Choice Option List	Mark the applicable Options as "Option Selected"	<table border="1"> <tr><td>Agriculture, environmental and animal care</td><td></td></tr> <tr><td>Business and administration</td><td></td></tr> <tr><td>Care services</td><td></td></tr> <tr><td>Catering and hospitality</td><td></td></tr> <tr><td>Construction</td><td></td></tr> <tr><td>Creative and design</td><td></td></tr> <tr><td>Digital</td><td></td></tr> <tr><td>Education and childcare</td><td></td></tr> <tr><td>Engineering and manufacturing</td><td></td></tr> <tr><td>Hair and beauty</td><td></td></tr> <tr><td>Health and science</td><td></td></tr> <tr><td>Legal, finance and accounting</td><td></td></tr> <tr><td>Protective services</td><td></td></tr> <tr><td>Sales, marketing and procurement</td><td></td></tr> <tr><td>Transport and logistics</td><td></td></tr> </table>	Agriculture, environmental and animal care		Business and administration		Care services		Catering and hospitality		Construction		Creative and design		Digital		Education and childcare		Engineering and manufacturing		Hair and beauty		Health and science		Legal, finance and accounting		Protective services		Sales, marketing and procurement		Transport and logistics	
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Legal, finance and accounting																																			
Protective services																																			
Sales, marketing and procurement																																			
Transport and logistics																																			
1.16.3	CC-PP-2	What type of apprenticeship training will you offer?	Multi Choice Option List	Mark the applicable Options as "Option Selected"	<table border="1"> <tr><td>Standards</td><td></td></tr> <tr><td>Frameworks</td><td></td></tr> </table>	Standards		Frameworks																											
Standards																																			
Frameworks																																			
1.16.4	CC-PP-3	How are you ensuring your organisation is ready to deliver training in apprenticeship Standards?	Text	Enter plain text																															
1.16.5	CC-PP-4	From the date of joining the RoATP, how many starts do you forecast within the first 12 months?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box																															

1.16.6	CC-PP-5	When will you be ready to deliver against these forecasts?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.16.7	CC-PP-6	Will you need to recruit new staff to deliver against these forecasts?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.16.8	CC-PP-7	What's the typical ratio of your delivery staff to your learners?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.16.9	CC-PP-8	Within the first 12 months of joining the RoATP, do you expect to use subcontractors for any part of apprenticeship training?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.16.10	CC-PP-9	If you answered 'Yes' to question CC-PP-8, do you have suitable processes in place to engage and contract with them?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.16.11	CC-PP-10	Are you engaging with Awarding Bodies (for Frameworks) or End Point Assessment Organisations (for Standards)?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
	Note	Note Details			
1.16.12	People	We need to know that you have employees in place with sector level experience and expertise in training.			
	Question	Description	Type of Response	Response Guide	Response
1.16.13	CC-PP-11	Do you have people in your organisation with relevant recent occupational experience and expertise who are responsible for the sectors you're offering training in?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.16.14	CC-PP-12	Upload your employees relevant recent experience and qualifications  You must complete this using the template found at: <a href="https://www.gov.uk/guidance/register-of-apprenticeship-training-providers#application-guidance">https://www.gov.uk/guidance/register-of-apprenticeship-training-providers#application-guidance</a>	Attachment	The applicable attachment must be uploaded	
1.16.15	CC-PP-13	Upload a copy of your process for professional development of your employees	Attachment	The applicable attachment must be uploaded	
1.16.16	CC-PP-14	Give an example of how your employees sector expertise has been maintained and kept up to date through your professional development process	Text	Enter plain text	
1.16.17	CC-PP-15	Give an example of how your employees teaching and training expertise has been maintained and kept up to date through your professional development process	Text	Enter plain text	
1.16.18	CC-PP-16	Do you have the resources and knowledge to transfer data through the Individualised Learner Record system (ILR)?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	

<b>1.17 Your readiness to engage</b>					
	Note	Note Details			
1.17.1	Readiness to engage	We need details of your readiness to engage with employers and apprentices to begin delivery of apprenticeship training from the first day of joining the Register.			
	Question	Description	Type of Response	Response Guide	Response
1.17.2	EN-1	Have you spoke to employers about delivering apprenticeship training to their employees?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.17.3	EN-2	Upload a copy of your employer engagement practice	Attachment	The applicable attachment must be uploaded	
1.17.4	EN-2A	Upload a copy of your complaints policy, procedure and process	Attachment	The applicable attachment must be uploaded	
1.17.5	EN-3	Upload a copy of your 'contract for services with employers' template	Attachment	The applicable attachment must be uploaded	
1.17.6	EN-4	Upload a copy of the commitment statement template you will use	Attachment	The applicable attachment must be uploaded	
1.17.7	EN-5	Upload a copy of your process for performing initial assessments of apprentices prior learning	Attachment	The applicable attachment must be uploaded	
1.17.8	EN-6	Upload a copy of your process for delivering English and maths to apprentices	Attachment	The applicable attachment must be uploaded	
1.17.9	EN-7	What are your methods for delivering the 20% off the job (OTJ) training requirement?	Multi Choice Option List	Mark the applicable Options as "Option Selected"	Distance learning Self-directed distance learning Learning support and written assignments Practical training Teaching of theory
1.17.10	EN-8	How do you make your methods for delivering 20% OTJ relevant to the Frameworks or Standards you're offering?	Text	Enter plain text	
1.17.11	EN-9	How do you ensure your methods for delivering 20% OTJ meet the needs of employers and apprentices?	Text	Enter plain text	

**1.18 Your apprentices welfare: only if you answer 'Yes' to** **Responses to this Section will be considered only if:GO-0A = Yes**



	Note	Note Details			
1.18.1	Apprentices welfare	We need assurance that apprentices welfare is identified and enforced through your organisations strategies, policies and procedures.			
	Question	Description	Type of Response	Response Guide	Response
1.18.2	GO-1	Upload a copy of your plan for continuity of apprenticeship training	Attachment	The applicable attachment must be uploaded	
1.18.3	GO-2	Upload a copy of your equality & diversity policy	Attachment	The applicable attachment must be uploaded	
1.18.4	GO-3	Upload a copy of your safeguarding policy	Attachment	The applicable attachment must be uploaded	
1.18.5	GO-4	If you have an individual with overall responsibility for safeguarding in your organisation, enter their first and last name.	Text	Enter plain text	
1.18.6	GO-5	Are you aware of your responsibilities towards the Prevent duty and are compliant with these?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.18.7	GO-6	If you have a policy or practice that complies with the Prevent duty, upload a copy	Attachment	The applicable attachment must be uploaded	
1.18.8	GO-7	Confirm your health & safety policy covers: <ul style="list-style-type: none"> <li>• apprentices in your care</li> <li>• lines of responsibility for health and safety in your organisation</li> <li>• how you will identify risks</li> <li>• the arrangements you will or have put in place for key risks</li> <li>• your procedure for accident or ill health of apprentices</li> </ul>	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.18.9	GO-8	Who has overall responsibility for health & safety in your organisation?  If this is an individual, enter their first and last name. If this is an organisation, enter its full name.	Text	Enter plain text	
1.18.10	GO-9	If your health & safety policy is documented, upload a copy	Attachment	The applicable attachment must be uploaded	

#### 1.19 Your primary contacts: application

	Note	Note Details			
1.19.1	Application contact	We need details for someone who we can contact if we have questions about this application.			
	Question	Description	Type of Response	Response Guide	Response
1.19.2	PC-1	What's their first and last name?	Text	Enter plain text	
1.19.3	PC-2	What's their business email address?  For example: john.smith@myprovider.com	Text	Enter plain text	
1.19.4	PC-3	What's their contact number?  This can be a landline or mobile.	Numeric	Enter a numeric value	

#### 1.20 Your primary contacts: management

	Note	Note Details			
1.20.1	Relationship management	It is a requirement to complete on-boarding before you join the Register. We need details for someone who is responsible for managing the relationship between the ESFA and your organisation.			
	Question	Description	Type of Response	Response Guide	Response
1.20.2	PC-4	What's their first and last name?	Text	Enter plain text	
1.20.3	PC-5	What's their business email address?  For example: john.smith@myprovider.com	Text	Enter plain text	
1.20.4	PC-6	What's their contact number?  This can be a landline or mobile.	Numeric	Enter a numeric value	
1.20.5	PC-7	What's the main address where apprentices will be trained?  For example: Building name or number, Street, Town or city, Country, Postcode	Text	Enter plain text	

#### 1.21 Your primary contacts: course offers

	Note	Note Details			
1.21.1	Course offers	It is a requirement for you to enter your course offers into our Course Directory system. We need details for someone who can be registered and receive			
	Question	Description	Type of Response	Response Guide	Response
1.21.2	PC-8	What's their first and last name?	Text	Enter plain text	
1.21.3	PC-9	What's their business email address?  For example: john.smith@myprovider.com	Text	Enter plain text	

#### 1.22 Your application declaration

	Question	Description	Type of Response	Response Guide	Response
1.22.1	DE-AP-1	Are you authorised by your organisation to submit your application?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.22.2	DE-AP-2	Is the information provided in your application suitable, true and accurate?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.22.3	DE-AP-3	Have all parties named in your application given consent to the use of their personal information?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	

1.22.4	DE-AP-4	Can you provide additional information to the ESFA within 5 days of the request date?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.22.5	DE-AP-5	Do you accept that the ESFA may use information it already holds, gets from other government departments or which is already in the public domain to validate your answers?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.22.6	DE-AP-6	Do you agree to develop and deliver apprenticeship training in-line with the Institute for Apprenticeships Quality Statement?  <a href="https://www.instituteforapprenticeships.org/quality/what-is-a-quality-apprenticeship/">https://www.instituteforapprenticeships.org/quality/what-is-a-quality-apprenticeship/</a>	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.22.7	DE-AP-7	Do you accept that you will not join the RoATP until all your post application requirements (on-boarding) are complete?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.22.8	DE-AP-8	Do you consider any of the information provided in your application to be 'commercial in confidence'?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.22.9	Signature	Enter your first and last name to sign your application	Text	Enter plain text	