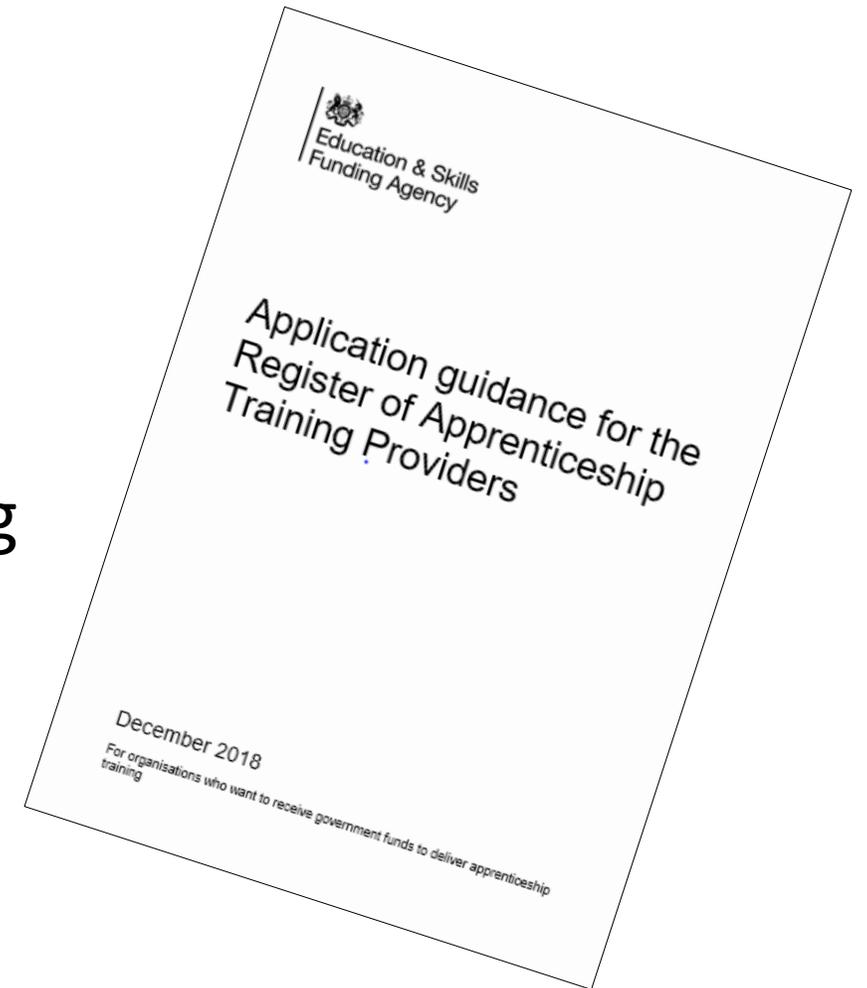


# RoATP

Webinar Support from Cheynes Training



# What is RoATP?

The Register of Apprenticeship Training Providers (RoATP) is changing

Prior to December 2018, RoATP was open at specified times for new applications from:

- main training providers
- subcontractors with a total gross drawdown of £100,000 or more

After December 2018, RoATP will remain permanently open for:

- all training providers, including subcontractors (now called supporting providers) who wish to deliver training to apprentices from August 2019
- If a training provider is NOT on RoATP on 1st August 2019, they cannot deliver training to any new apprentices registered after 1st August

# What is RoATP?

## Changes introduced to RoATP include the following

- The new RoATP is now open indefinitely and all training providers – including those currently on RoATP – must go through the new process
- ESFA will invite all those currently on RoATP to re-apply
- Training providers not currently on RoATP, including supporting providers (subcontractors), may apply from now until 31st July – but in reality this means applying before 31st March
- Only two applications will be allowed in a twelve month period
- Supporting providers who are on RoATP are limited to a gross funding drawdown of £500,000 but this is limited to £100,000 in their first year if they have no recent history of apprenticeship delivery

# What is RoATP?

## Training Provider Numbers

- 2,579 providers are currently listed on RoATP
- 1,936 main providers
- 381 supporting providers (only those drawing down greater than £100k)
- 262 employer providers

## ESFA Concerns with older version of RoATP

- c30% (750+) providers currently not delivering any apprenticeships
- Shell provider companies for sale to the highest bidder
- Challenges with 'poor' providers
- Not enough ESFA visibility on subcontractors

# What is RoATP?

There are three separate routes onto RoATP

- Main provider route – for companies such as Cheynes Training – PQQ 29012
- Employer provider route – for companies who wish to train only their own apprentices – PQQ 29013
- **Supporting provider route – for academies who wish to be subcontractors to a main provider or an employer provider – PQQ 29014**

We anticipate that all current academy partners will choose the supporting provider route. You may apply at any time you feel you are ready – however – we strongly advise you to apply before **31st March 2019** – it could take up to 16 weeks for your application to be evaluated.

# Understanding the requirements

## 1. Information about this application guidance

This guidance is for organisations who want to apply to the Register of Apprenticeship Training Providers.

It covers:

the application process

what you need depending on your application route

support for the application questions

what happens after you apply

For further assistance, see [help and support](#).

- We have used the Application Guidance for some of the slides for this webinar, the Application document is the key resource for your RoATP application
- Our objective is to support all academy partners to achieve entry onto RoATP
- We are pleased to guide you with your application but we ask you to please remember, it is the academy's responsibility to complete the application correctly and submit it on time.

# Understanding the requirements

## 2. Application process

The application process has up to 8 stages depending on your application route

Stage 1 - read [becoming an apprenticeship training provider](#)

Stage 2 - check your [application route](#) and [eligibility](#)

Stage 3 – read our [conditions of acceptance](#) as you'll be required to agree to these

Stage 4 - read this application guidance

Stage 5 - get [what you need](#) and [apply](#)

Stage 6 – [application evaluation](#)

Stage 7 - monitor your emails for the outcome and [next steps](#)

Stage 8 - [join the register](#)

This is the application process as at December 2018. ESFA may review this process and any part of this may be subject to change, including but not limited to, the application questions and eligibility requirements.

Before you start writing, print off and study these documents:

- Application Guidance for the Register of Apprenticeship Training Providers
- Print-out of the Bravo application
- Becoming an Apprenticeship Training Provider
- Register of Apprenticeship Training Providers
- A print-out of these slides

All of these documents may be found on the RoATP page on the Cheynes Training website – go to [www.cheynestraining.com](http://www.cheynestraining.com)

# Understanding the requirements

## 3. What you will need

As part of the application process you will need to answer questions about your organisation and upload attachments. Below is a summary of the documents you will need to provide. For more detail on these, see [application questions](#).

### 3.1 Your organisation

All organisations across the 3 application routes must provide a:

- management hierarchy for apprenticeships
- CO registration certificate

Other details you must provide:

- A registered UK business address
- Your UK provider reference number (UKPRN)
- Your Information Commissioners Office (ICO) registration number
- A management hierarchy for apprenticeship delivery
- Evidence you have been actively trading for at least three months
- A subcontract agreement
- Other information as covered in this webinar

# Understanding the requirements

## 3.2 Your financial health

Depending on your answers in the application, we may ask you to provide:

financial statements

management accounts

accounts for parent company

financial forecasts if you are applying as a supporting provider

Financial Health is high on the list of requirements.

- You must use your most recent financial information when completing the financial health section
- We strongly advise you seek advice from your accountant on any financial questions

# Understanding the requirements

## 3.3 Your leaders and managers

We will ask you to provide a process for evaluating quality of training and outcomes.

If your organisation is [exempt from this section](#), you do not need to provide this. We will get confirmation from other registration processes, or information held in the public domain.

Please note that academy partners are not exempt from this section

- If you have downloaded an interactive version of the Application Guidance, and placed it on a laptop or I-pad, you will be able to click on links (shown in blue text)

# Understanding the requirements

## 3.4 Your people and planning

We will ask you to provide a:

- sample of your employees' relevant experience and expertise
- policy for professional development for employees

If your organisation is [exempt from this section](#), you do not need to provide these. We will get confirmation from other registration processes, or information held in the public domain.

- See Application Question CC-PP-12: Employee experience and expertise form
- Up to ten forms may be completed in separate tabs and uploaded on one document
- We realise smaller academies will not have as many as ten people involved, we suggest you cover a range of those delivering teaching and learning, tutors, assessors, functional skills, etc.

# Understanding the requirements

## 3.6 Your apprentices' welfare

We will ask all organisations to provide a:

policy for continuity of apprenticeship delivery

policy for equality and diversity

policy for safeguarding

policy that complies with Prevent

policy for health and safety

If your organisation is [exempt from this section](#), you do not need to provide these. We will get confirmation from other registration processes, or information held in the public domain.

Policies and procedures, we are pleased for academy partners to adopt all policies held on our website, for example you may download and use:

- CT Equality and Diversity policy
- CT Safeguarding policy
- CT Prevent Duty policy
- You must use your own Health and Safety policy
- You do not need to have a continuity of apprenticeship delivery policy.
- You must fully support and adhere to all CT policies you adopt

# How to Apply

## 5. How to apply

You apply through the Department for Education Bravo portal.

### 5.1 Registering on Bravo

If you do not have a Bravo account, you will need to create one following these steps:

1. Go to the [sign-in page](#).
2. Select 'click here to register'.
3. Accept the user agreement.
4. Complete the registration form to create an account
5. You will get an email with a username and temporary password from Bravo Solutions.
6. Click the link in the email and sign in to the portal to change your password.

If you forget your username or password, you can recover both by clicking 'Forgot your password?' on the sign-in page.

The Bravo Solutions portal is the ESFA's on-line tendering system

- You will need to register to obtain a login and keep your login details up-to-date
- Follow the instructions to register on Bravo
- You are able to set up a messaging service. All ESFA messages will come through the Bravo portal
- Familiarise yourself with the Bravo Q&A system

# How to Apply

**The login for the Bravo portal is:**

<https://education.bravosolution.co.uk/web/login.shtml>

# How to Apply

## 5.2 Starting an application

To start your application:

1. Sign-in to the [Bravo portal](#).
2. Select 'PQQs open to all suppliers'.
3. Choose one of the following:
  - 'If you are applying as a main provider, select 'RoATP main provider application'
  - 'If you are applying as an employer provider, select 'RoATP employer provider application'
  - 'If you are applying as a supporting provider, select 'RoATP supporting provider application'
4. Click 'Express interest' - this will move your application to 'My PQQs'.
5. Select the 'My PQQs' tab and click on the application.
6. Click 'Create Response' to start your application.

Follow the instructions opposite

- Choose the route you wish to apply for – this will most likely be **supporting provider**
- Once you click on your choice the document becomes 'My PQQS'
- Please note: ESFA have the right to change the questions, the eligibility and the evidence requirements
- If you experience difficulties, use the **Bravo Q&A facility**

# How to Apply

## 5.3 Returning to an application

To continue your application:

1. Sign-in to the [Bravo portal](#).
2. Select the 'My PQQs' tab and click on the application
3. Click 'Edit Response' to continue your application

We advise you to register and set up your application as soon as possible

- Once set up, you can return as often as you wish and keep adding answers
- The information will not be sent to ESFA until you click on submit

# How to Apply

## 5.4 Answering questions

The application has 10 sections and each question has a unique reference.

Mandatory questions have red asterisks next to them and you can click 'validate' to check if they are complete – this does not validate optional questions.

You will need to save your answers because if you close the application or your session times out these will not automatically save.

You will give your answers:

through a selection list, this will allow single selection of an answer

through auto-complete, this will allow single selection of an answer with the option to type to find this

by giving numbers, this will allow negatives and whole numbers

in text boxes, this will allow you to describe or provide examples (limited to 2000 characters including spaces)

by giving dates, this can be through the calendar or entry of a date in DD/MM/YYYY

by checking boxes, this will allow multiple selection of answers

by uploading attachments, this can be in PDF, Excel, Word and image files like PNG or JPEG.

Create a checklist of what needs submitting:

- Standard selection questions
- Quality questions
- Financial toolkit
- Accounts
- Policies
- Management Hierarchy
- 17 attachments
- 10 written questions

**Do NOT submit anything that you are not asked to submit**

# How to Apply

## 5.4 Answering questions - continued

by uploading attachments, this can be in PDF, Excel, Word and image files like PNG or JPEG.

We cannot open Mac or equivalent files or extensions. If you need to upload multiple attachments for one question, use a zip file. Use your UKPRN, the question reference and a 2 word title to name the file for example, '12345678 OD9 Organisation Chart' or '12345678 CCPP10 Professional Development' and do not password protect them

### Key do's

- Select the correct route – this is the **supporting provider** route
- Give yourself plenty of time to complete the submission
- Read all the documents
- Understand what you need to submit
- Have a plan with a timescale
- Check everything you submit and then ask a colleague to check everything again

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# How to Apply

## 5.4 Answering questions - continued

by uploading attachments, this can be in PDF, Excel, Word and image files like PNG or JPEG.

We cannot open Mac or equivalent files or extensions. If you need to upload multiple attachments for one question, use a zip file. Use your UKPRN, the question reference and a 2 word title to name the file for example, '12345678 OD9 Organisation Chart' or '12345678 CCPP10 Professional Development' and do not password protect them

### Key don'ts

- Don't leave it until the last minute – start now
- Don't get to the deadline and realise something is missing
- Don't write the bid in your spare time – allocate time and focus in on what is required
- Don't assume, if you are unsure – **ask a question**

# How to Apply

## 5.5 Downloading the application form

You can download the application form into Excel to share it within your organisation but must not upload it back into Bravo. You must complete an application using the Bravo portal.

We provide no support on the download or upload of the application form in Bravo

Download and study the RoATP application form

- Familiarise yourself with the questions and share them with colleagues to get a second opinion.

NOTE: PLEASE DO NOT ADD OR REMOVE ANY WORKSHEETS, CELLS, ROWS OR COLUMNS FROM THE EXCEL RESPONSE SPREADSHEET, OR EDIT ANY FORMULAE WITHIN THE SPREADSHEET.  
PQG Response Questionnaire for: pqg\_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	

# How to Apply

## Working Through the Supporting Provider Route Questionnaire

<b>Intro</b>	Introduction and Application Guidance
<b>COA</b>	Our Conditions of Acceptance
<b>OD</b>	Your Organisation
<b>DE-EX</b>	Your Declarations
<b>FH</b>	Financial Health
<b>PR</b>	Your Profile
<b>CC-LM</b>	Your Leaders and Managers
<b>CC-PP</b>	People & Planning
<b>GO</b>	Apprenticeship Welfare
<b>PC</b>	Primary Contacts
<b>DE-AP</b>	Application Declaration

# Introduction

## Introduction

- Q 1.1.1 What are you applying for
- Q 1.1.2 Application route
- Q 1.1.3 Eligibility to apply
- Q 1.1.4 Application Guidance

## Notes

These questions are pre-populated when you choose the route for your application

- You are applying to join the Register of Apprenticeship Training Providers
- Your application route is the supporting route – **PQQ 29014**
- You are eligible because you are an existing subcontractor that is currently supporting delivery of apprenticeship programmes
- You should have already downloaded and read the Application Guidance

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# Section COA

## Conditions of Acceptance

- COA-1 Application Guidance

## Notes

- COA-1 - you must click on the dropdown box and click on Yes

# Section OD

## Your Organisation

- OD Organisation details
- OD-1 What is your UK Provider Reference Number (UKPRN)
- OD-2 What is the legal name of your organisation?
- OD-3 If you trade under a different name – etc
- OD-4 What's your UK registered business address?
- OD-5 What's your company number?

## Notes:

- OD-1 Ensure your UKPRN is written in correctly
- OD-2 Do not abbreviate, insert your company name exactly as it is on your Companies House register
- OD-3 Your trading name if you are a sole trader or your partnership name if you are a partnership
- OD-4 Ensure your correct business address is inserted
- OD-5 Enter NA if you are not registered at Companies House

# Section OD - continued

## Your Organisation

- OD-6 If registered with a charity commission, etc
- OD-7 What's the legal status of your organisation
- OD-8 How long have you been actively trading?
- OD-9 What type of organisation are you?
- OD-10 How would you classify your organisation?
- OD-11 Upload a copy of your registration certificate from the Information Commissioners Office (ICO)
- OD-12 Upload your management hierarchy for apprenticeships
- OD-13 Enter the first and last name of your officer accountable for apprenticeships

## Notes

- Insert NA – (not registered as a charity)
- OD-7 Select your legal status from the drop down menu
- Select from one of the four options
- OD-9 Choose Independent Training Provider
- Select SME from the five options
- If you do not have an ICO – apply from [dataprotectionfee@ico.org.uk](mailto:dataprotectionfee@ico.org.uk)
- Download a management hierarchy form from RoATP page on CT website
- OD-13 This should be the HOC or if you prefer, the academy owner

# Section DE-EX

## Your declarations: criminal convictions

- DE-EX Criminal Convictions
- DE-EX-1 Please study question, then click on dropdown menu
- DE-EX-2 Please study question, then click on dropdown menu
- DE-EX-3 Please study question, then click on dropdown menu
- DE-EX-4 Please study question, then click on dropdown menu
- DE-EX-5 Please study question, then click on dropdown menu

## Notes

- For all questions in this section, read through very carefully and answer Yes or No – the expected answer for all questions is No

# Section DE-EX - continued

## Your declarations: compliance

- DE-EX We have a duty to appraise your organisation, etc.
- DE-EX-6 Please study question, then click on dropdown menu
- DE-EX-7 Please study question, then click on dropdown menu
- DE-EX-8 Please study question, then click on dropdown menu
- DE-EX-9 Please study question, then click on dropdown menu
- DE-EX-10 Please study question, then click on dropdown menu
- DE-EX-11 Please study question, then click on dropdown menu
- DE-EX-12 Please study question, then click on dropdown menu
- DE-EX-13 Please study question, then click on dropdown menu
- DE-EX-14 Please study question, then click on dropdown menu

## Notes

- For all questions in this section, read through very carefully and answer Yes or No – the expected answer for each is No

# Section FH

## Your financial health: exemption

- FH-1 Do you consider your organisation exempt from financial health assessment?
- FH-2 If you answered Yes to Q (1.6.1) what class of organisation are you?

## Notes

- FH-1 For private training providers the answer is No
- No answer should be required for FH-2
- Important note: we strongly recommend that you work closely with your accountants with regard to all financial information submitted with the application

# Section FH - continued

## Your financial health: (for non-exempt organisation only)

- FH We need your financial information to assess ... etc.
- FH-3 Is your annual turnover above £75 million, etc.
- FH-4 What financial evidence are you providing?
- FH-5 If you are providing financial statements have they been submitted to Companies House or Charity Commission?
- FH-6 What is the accounting reference date for the financial information being submitted?
- FH-7 How long is the accounting period. Enter a number, etc
- FH-8 Who provided your financial evidence?

## Notes

- FH-3 Answer likely to be No
- FH-4 and FH-5 Select one option from dropdown
- FH-6 The financial reference date is usually the end of your financial year
- FH-7 Normally 12 months – but check to make certain
- FH-8 Select one option from dropdown menu showing 4 options

# Section FH - continued

## Your financial health: (for non-exempt organisation only)

- FH-9 Upload your financial information
- FH-10 Do you have an ultimate UK parent company?
- FH-11 If you answered Yes to FH-10 enter their full name
- FH-12 If you answered Yes to FH-10 enter company number
- FH-13 If you answered Yes to FH-10 what financial evidence are you providing for them?
- FH-14 If you answered Yes to FH-10 upload their financial evidence

## Notes

- Usually this will require you to upload accounts – see FH-4
- Select one option from dropdown – this is likely to be No
- Name of parent company or NA
- Parent company number or NA
- Select one option from dropdown or leave blank if not relevant – **do not enter NA**
- Upload accounts if relevant (which is unlikely)

# Section FH - continued

## Your financial health: (for non-exempt organisation only)

- FH We need your financial figures for the applying org only
- FH-15 Total turnover (£)
- FH-16 Total depreciation and amortisation charges for the year
- FH-17 Profit and loss after tax (£)
- FH-18 Dividends (£)
- FH-19 Total current assets (£)
- FH-20 Total current liabilities (£)
- FH-21 Total borrowings (£)
- FH-22 Shareholder funds / net assets (£)
- FH-23 Total intangible assets (£)

## Notes

- For all questions in this section, enter a **£ value**
- These questions are designed to work out certain key financial ratios – solvency, profitability and gearing
- Important note: we strongly recommend that you work closely with your accountants with regard to all financial information submitted with the application

# Section PR

## Your profile

- PR-5 Within the last 12 months have you delivered apprentice training as a subcontractor

## Notes

- Select one option from dropdown menu, this should be Yes

# Section CC – LM

## Training experience

- LM-1 Do you have experience of developing and delivering training?
- LM-2 Do you have a training manager or dedicated training team?
- LM-3 If you answered Yes to Q LM-1 enter the first and last name of your most experienced manager etc
- LM-4 How much experience do they have in developing, delivering and managing training
- LM-5 For training they have been responsible for, how has this been delivered to learners?

## Notes

- LM-1 is a dropdown box question, you must answer Yes
- LM-2 is a multi choice option list, select the most appropriate
- Insert name in LM-3
- LM-4 is a multi choice option list, select the most appropriate choice
- LM-5 is a multi choice option list, select the most appropriate choice

# Section CC – LM - continued

## Your leaders and managers

- LM-6 What has been the typical duration of training
- LM-7 Have you worked with organisations to develop and deliver training?
- LM-8 If you answered Yes to LM-7, give an example of how this was done

## Notes

- For LM-6, Select one of the options listed in the dropdown menu, likely to be >12 months
- For LM-7, Select one of the options listed in the dropdown menu, this is likely to be Yes
- LM-8 requires a text answer

# Section CC – LM - continued

## Expectation setting

- LM We need details of how leaders and managers have set high expectations, etc.
- LM-9 Have you documented clear expectations in relation to setting high standards of training?
- LM-10 If you answered Yes to LM-9, how you defined your expectations for high standards
- LM-11 If you answered Yes to LM-9, how have these expectations been communicated to your employees?

## Notes

- For LM-9, Select one of the options listed in the dropdown menu, likely to be Yes
- LM-10 requires a text answer
- LM-11 requires a text answer

# Section CC – LM - continued

## Quality of training

- LM-12 Upload a copy of your process for evaluating quality of training and outcomes
- LM-14 Give an example of how potential for improvements in training was identified through your evaluation of training
- LM-15 What was put in place to improve training and what was the outcome?
- LM-18 Are you aware of the Ofsted Common Inspection Framework, etc, and have you evaluated your organisation against this?

## Notes

- For LM-12, upload the required document
- LM-14 and LM-15 both require a text answer
- LM-18 is a multi choice option list, select the most appropriate

# Section CC – PP

## Planning

- PP-1 What sectors will you offer apprenticeship training in?
- PP-2 What type of apprenticeship training will you offer?
- PP-2A If you answered 'other' in Q-PP2, provide further details
- PP-3 How are you ensuring your organisation is ready to deliver training in apprenticeship standards?
- PP-11 Do you have people in your organisation with relevant recent occupational experience and expertise, etc?
- PP-12 Upload your employees relevant recent experience/quals

## Notes

- For PP-1, choose Hair & Beauty from the dropdown menu
- For PP-2, tick Frameworks and Standards, **do not tick 'Other'**
- PP2A and PP-3 require a maximum 2000 character text entry answer
- PP-11, choose from the dropdown menu
- PP-12 Upload the relevant documentation

# Section CC – PP - continued

## Planning

- PP-13 Upload a copy of your process for the professional development of your employees
- PP-14 Give an example of how your employees' sector expertise has been maintained, etc, through your professional development process
- PP-15 Give an example of how your employees' teaching and training has been maintained, etc, through your professional development process

## Notes

- For PP-13, upload a copy of your process
- PP-14 requires a 2000 character text entry answer
- PP-15 requires a 2000 character text entry answer

# Section GO

## Apprentices welfare

- GO-4 If you have a policy for equality & diversity, upload copy
- GO-5 If you have a policy for safeguarding, upload a copy
- GO-6 If you have an individual with overall responsibility for safeguarding in your organisation enter first & last name
- GO-7 Are you aware of your responsibilities towards the Prevent duty and are compliant with these
- GO-8 If you have a policy or practice that complies with the Prevent duty, upload a copy

## Notes

- For GO-5 and GO-6, upload the relevant documents
- State name of your designated safeguarding lead in GO-6, this is normally the Head of Centre
- GO-7, choose from the dropdown menu, likely to be Yes
- GO-8, upload relevant documents

# Section GO

## Apprentices welfare

- GO-9 Confirm your health & safety policy covers apprentices in your care  
lines of responsibility for H&S  
how you identify risks  
arrangements for key risks,  
procedure for accident or ill health of apprentices
- GO-10 Who has responsibility for H&S in your organisation
- GO-11 If your H&S policy is documented, upload a copy
- GO-12 Do you agree to comply with your lead providers policies and plans where requested by them?

## Notes

- GO-9, choose from the dropdown menu, likely to be Yes
- GO-10, insert name of your designated Health and Safety person, – this is normally the Head of Centre
- GO-11, upload a copy of the relevant document
- GO-12, choose from the dropdown menu, must be Yes

# Section PC

## **Your primary contacts: application**

- PC We need detail for someone who we can contact if we have questions about this application
- PC-1 What is their first and last name?
- PC-2 What is their business email address
- PC-3 What is their contact number

## **Notes**

- PC-1 to PC-3 are self-explanatory. Ideally the contact number should be for a mobile phone

# Section DE – AP

## Your application declaration

- AP-1 Are you authorised by your organisation to submit your application?
- AP-2 Is the information provided in your application suitable, true and accurate?
- AP-3 Have all the parties named in your application given consent to the use of their personal information?
- AP-4 Can you provide additional information to the ESFA within 5 days of the request date?
- AP-5 Do you accept that the ESFA may use information it already holds, gets from other government departments or already in the public domain to validate your answers
- AP-8 Do you consider any of the information provided in your application to be ‘commercial in confidence’

## Notes

- For all of these questions you must choose from a dropdown menu, all answers are likely to be Yes

# Section DE – AP - continued

## **Your application declaration**

- Enter your first and last name to sign the application

# What happens next?

## **7. What happens next**

After submitting your application, you may be required to provide more information and if successful, complete our post application requirements (on-boarding).

# What happens next?

## 7.1 Evaluation and feedback

ESFA will begin to assess applications on the first calendar day of each month for any applications received during the previous month. It usually takes around 12 weeks to find out whether your application is successful but can take longer at busy periods. Your application will be reviewed by our team of assessors for:

financial health (section 7.1.1)

due diligence (section 7.1.2)

readiness and quality (section 7.1.3)

If information or documents are insufficient or aren't appropriate for apprenticeships then your application will be rejected.

We will let you know the outcome of your application through the Bravo messaging board. This will send a notification to the email address provided on your application.

We may ask for more information to determine the outcome of your application. You will have 5 working days to provide it and if you do not, your application may be rejected.

If we reject your application, we will tell you why and what you should change before you re-apply. You can only apply twice within a 12-month period.

If your application is successful, we will tell you what your next steps are.

## Notes

- ESFA say that it will take up to 16 weeks to evaluate an application
- ESFA will keep those applying informed of progress
- If the application is unsuccessful, ESFA will inform you
- You are allowed to apply twice in a 12-month period

# On-boarding

## 7.2 Post application requirements (on-boarding)

We will email you on how to start your [on-boarding](#).

Main providers will be contacted by our course directory team (Tribal) and provider management team to arrange what systems you need and schedule an early monitoring visit.

Employer providers will be contacted by a member of our account management team.

## 7.3 Join the register

Once you have completed the post application requirements (on-boarding) you will be approved to join the register.

We publish all new providers on the [register of apprenticeship training providers](#) weekly.

Once you are on the register you will be able to provide apprenticeship training either as a main provider, employer provider or supporting provider, depending on your application route.

Main providers are also published on [find apprenticeship training \(FAT\)](#).

Being on the register does not mean we recommend your organisation and is not a 'kite mark' or an award. You will not receive an identification number for the register.

# Ask an expert

We don't often complete Bravo applications – why not ask someone who does!

- The Cheynes team are not experts in Bravo systems
- We complete this sort of document once every two to three years
- We think it is essential to get an expert to check our application
- We use a professional bid writer – not to write our application ...
- But to check the document for errors and to suggest improvements
- The company we use is Solvendis, our contact is:

Gary Scruby ... [gary@Solvendis.co.uk](mailto:gary@Solvendis.co.uk) ... 07896 949112

# RoATP

Webinar Support from Cheynes Training

