

# Hints and Tips for a Successful RoATP Application

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# RoATP Current Position

To drive up the quality of apprenticeship provision, the government strategy is to progressively introduce more stringent entry criteria for the register.

- ESFA may change the Guidance and Application Process at any time.
- ESFA will require all current, active providers to reapply to the register, taking into account a new set of application criteria introduced in May 2021 (and updated in December 2021). They are operating a phased reapplication approach throughout 2021 to 2022.
- Organisations can only apply once in a 12 month period.
- Applications for new providers to enter the register closed in January 2022. There are some exceptions

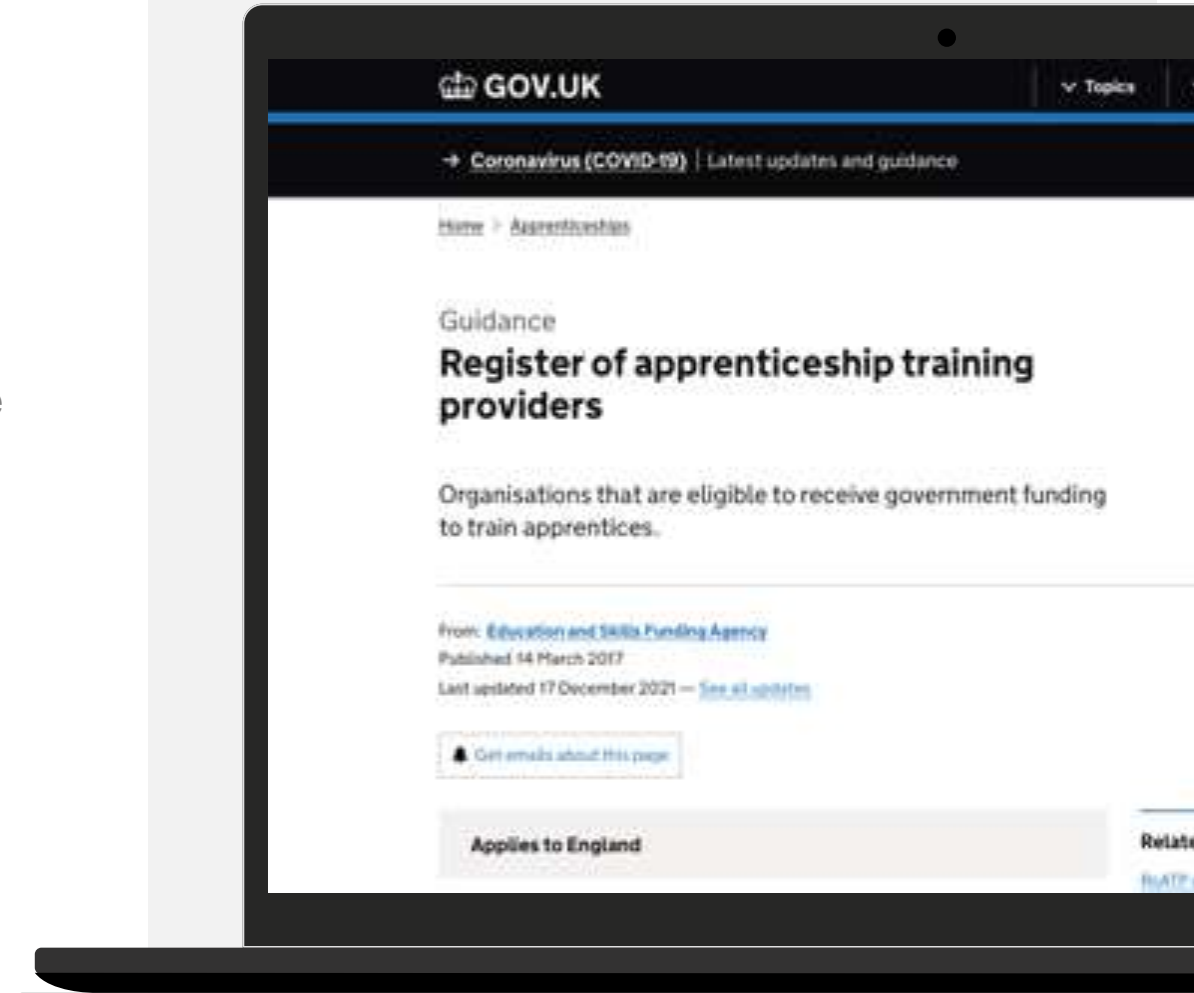


# If you are not already on RoATP

It's not possible to join the register by applying directly, providers must be invited by the ESFA to apply. If you are a new apprenticeship provider who is not currently on the register, you can only join the register if you meet one of the following conditions;

- fill a training need (gap in provision), and can provide evidence to show this, or
- have been named as a preferred provider in an employer business case for delivery of apprenticeships.
- New apprenticeship employers considering joining the RoATP to deliver apprenticeships to their own workforce must complete a 'Case for Exceptional RoATP Application.'

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



# Becoming an Apprenticeship Training Provider

If you are new to apprenticeship delivery, being 100% clear on the ESFA/Government expectations and rules before you make the decision to apply is imperative.

<https://www.gov.uk/guidance/becoming-an-apprenticeship-training-provider>



What you will be  
expected to  
comply with



How you will be  
monitored



How funding  
works and how  
you receive it



How you will be  
supported

# New Conditions of Acceptance

You must read and comply with the Conditions of Acceptance.

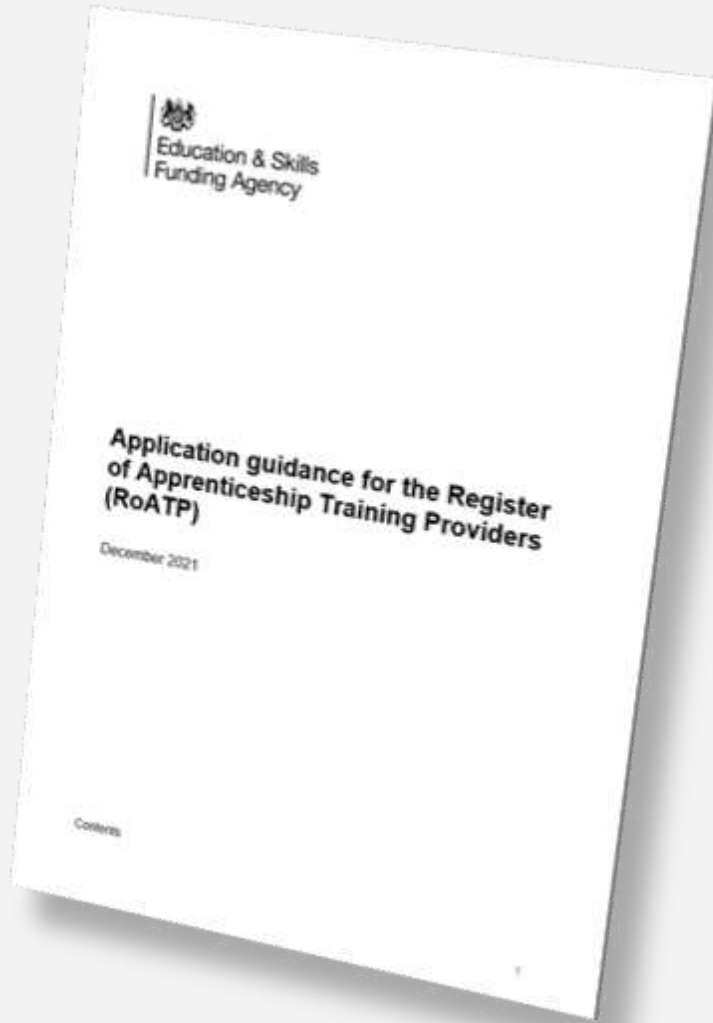
The conditions apply to all organisations currently registered on the RoATP or accepted on to RoATP.

There are **13** separate Conditions of Acceptance, one of which is –

New organisation's to the register are expected by the ESFA to deliver apprenticeships within 6 months of entry.

<https://www.gov.uk/government/publications/conditions-of-acceptance-for-apprenticeship-training-providers/conditions-of-acceptance-for-apprenticeship-training-providers>





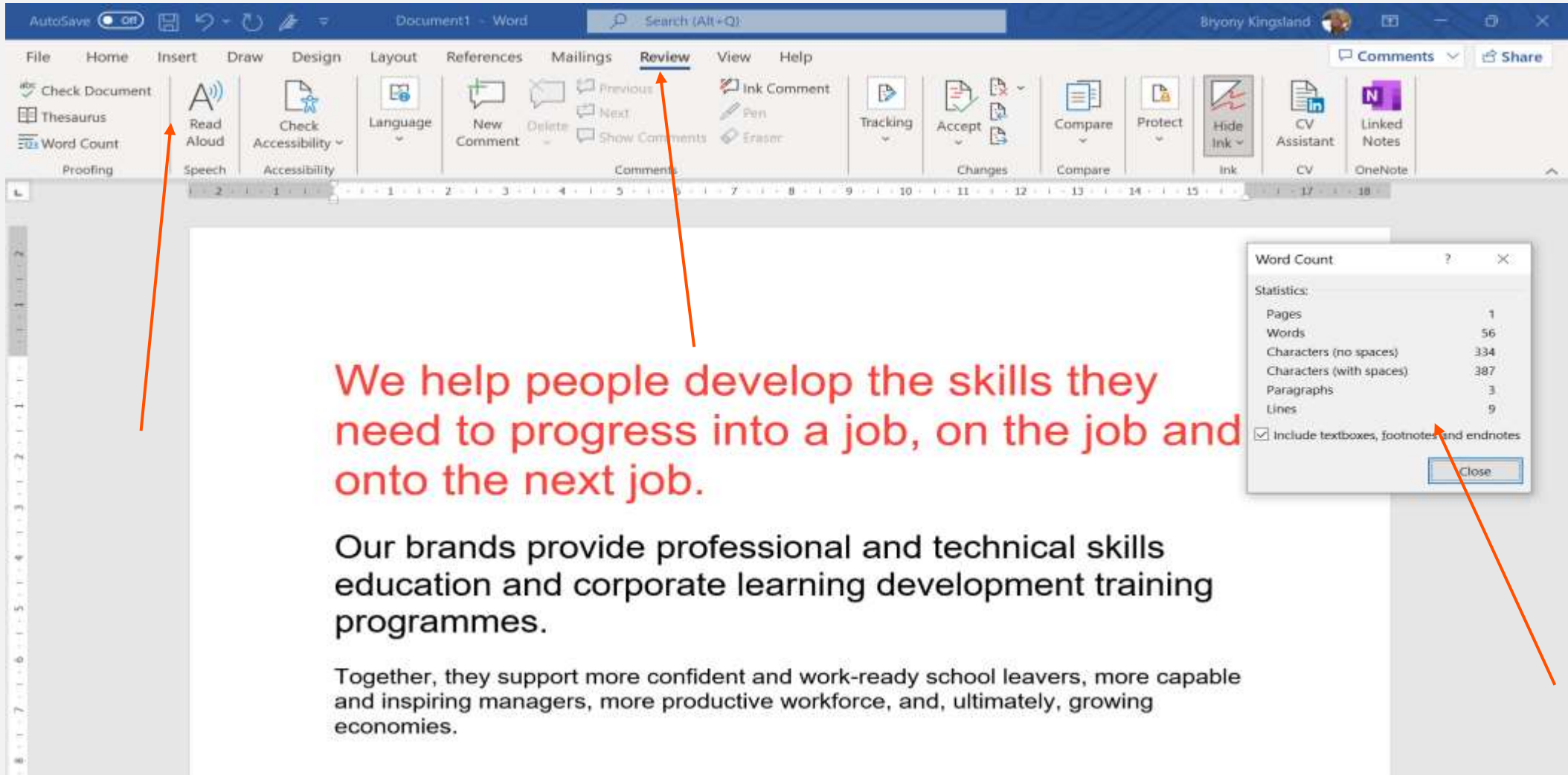
<https://www.gov.uk/guidance/roatp-application-guidance-digital-may-2021>



# Completing the Application

- The application form is a locked Excel spreadsheet.
- The form limits your response to certain sections only.
- Some sections have a word limit. You cannot exceed this limit.
- Use MS Word (or similar) and the review/word count function to develop your response, then cut and paste it into the spreadsheet.
- Do not underestimate the time it will take to gather the evidence you need and complete the application process.





The image shows a screenshot of the Microsoft Word application interface. The 'Review' tab is active in the ribbon, showing various tools for proofing and collaboration. A 'Word Count' dialog box is open in the bottom right corner, displaying statistics for the current document. The text in the document is as follows:

**We help people develop the skills they need to progress into a job, on the job and onto the next job.**

Our brands provide professional and technical skills education and corporate learning development training programmes.

Together, they support more confident and work-ready school leavers, more capable and inspiring managers, more productive workforce, and, ultimately, growing economies.

The 'Word Count' dialog box shows the following statistics:

Statistic	Value
Pages	1
Words	56
Characters (no spaces)	334
Characters (with spaces)	387
Paragraphs	3
Lines	9

The dialog box also includes a checked option for 'Include textboxes, footnotes and endnotes' and a 'Close' button.



# Application Form/Spreadsheet

AutoSave Off Copy of Answers to PQQ Search (Alt+Q) Bryony Kingsland

File Home Insert Draw Page Layout Formulas Data Review View Help

Clipboard Font Alignment Number Styles Cells Editing Analysis Sensitivity

I304 Samantha Bell

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

PQQ Response Questionnaire for: pqq\_29039

**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 subcontractor does not count as direct delivery for these purposes.

RESPONSE

Ready 100%

# Before You Start

You will need;

- UKPRN
- Trading Name of your organisation
- Your Company Number
- Legal status of your organisation
- What type of organisation you are
- Charity Number (if applicable)
- Registration Certificate from the Information Commissioners Office
- **Financial Information for your business.**





# Application Options

There are three routes to application –

1. Main Provider
2. Supporting Provider
3. Employer Provider

If you are applying to the main provider or employer provider route you must;

- been actively trading for at least 12 months and have financial information to support this.
- the ability to train apprentices in the first 6 months of joining the register.
- a management structure that has experience of developing and delivering training.
- Supporting Providers must have been delivering for a minimum of three months.



## Attachments

You will need to upload certain documents as attachments as part of your application. E.g policy documents such as

- Safeguarding and Prevent Policies
- Health and Safety Policy
- Complaints procedure etc.

All attachments must be in PDF format and no larger than 5mb in size.

# Information ESFA Expect

- who's in control of your organisation, their dates of birth and any unspent criminal convictions.
- how your organisation manages its relationship with employers and subcontractors.
- your organisations management hierarchy for apprenticeships.
- the sectors your organisation will offer apprenticeships in.
- how your organisation plans to deliver apprenticeship training.
- who will deliver apprenticeship training, including any sector-specific experience and qualifications they might have
- how your organisation will evaluate training.



# Policies

The ESFA has extended the number of policies and processes they expect a provider to have in place.

New requirements include the need for –

- A Continuity Plan
- Explanation of Prior Learning Arrangements and Processes
- How you will engage with End Point Assessment Organisations





## Financial Health

ESFA assess all potential providers financial health comprehensively. An inadequate financial health assessment is likely to mean an unsuccessful application.

- **Outstanding**
- **Good**
- **Satisfactory**
- **Inadequate:** You are in financial difficulty, are likely to require additional financial support and pose a significant risk in fulfilling contractual obligations.
- There are over 20 questions regarding financial health, you may need to answer all of them, depending on the type/size of your organisation.

# Failed or Missed Application

- If you miss the application deadline, ESFA will contact you and give 10 working days to confirm whether you plan to apply or are withdrawing from delivering apprenticeship training. If you confirm you want to make an application, they will give a new deadline.
- If your application is unsuccessful, you have 10 days to formally appeal. If the appeal is unsuccessful, you will be given 10 days before removal from the RoATP.
- In some circumstances, e.g. active delivery apprenticeships, ESFA may offer a longer period (3 months), to make arrangements but will issue a suspension of new starts as part of the termination notice.
- Sub-contractors, are given 10 days to transfer apprentices to another provider, working with the prime provider to achieve the transfer.
- You can only apply once in a 12-month period.



# On-Boarding

If your application is successful and you're new to RoATP, this is just the beginning.

The ESFA On-Boarding team will contact you and support you through a set of tasks, which must be completed within 6 weeks, before you can begin delivery.



Data systems and ILR returns requirements



Apprenticeship Service set up including, what apprenticeship standards you are approved to deliver



The signing of contracts, apprenticeship agreements etc.

# Summing Up

1. Read the guidance fully before you start
2. Set enough time aside for the application (it has taken new provider up to 3 weeks to complete it fully and effectively)
3. Get support from your accountant or finance team early in the process for the finance section.
4. Ensure you have all your policies and processes ready and up to date. Check Safeguarding and Prevent to make sure they are in line with present requirements.
5. Use MS Word or similar for sections with limited space for responses
6. Make sure Attachments are PDF and no more than 5mb
7. Keep your language free of acronyms and jargon, particularly any that is only used in your organisation.
8. If your organisation is new to apprenticeship delivery, be prepared with time for on-boarding tasks if your application is successful.

# You Can Appeal

## Remember

If your application is unsuccessful and you believe the ESFA have made an error when assessing it, you have the right to appeal the outcome.

If you do appeal, you must have a reason. Your reason must be because you think the ESFA:

- has failed to follow its own policy and / or processes.
- does not understand or recognise the evidence you submitted.



## About City & Guilds

Founded in 1878 to develop the knowledge, skills, and behaviours needed to help businesses thrive, we offer a broad and imaginative range of products and services that help people achieve their potential through workbased learning. We believe in a world where people and organisations have the confidence and capabilities to prosper, today and in the future. So we work with likeminded partners to develop the skills that industries demand across the world.

## About ILM

ILM is the leading specialist provider of leadership qualifications in the UK. Last year, over 70,000 people enhanced their skills and performance with ILM, including 14,000 management apprentices. We believe that great leaders can come from anywhere. With the right support, anyone can grow and develop to make a real difference to their team and organisation. Which is why we help individuals from all levels to realise and apply their potential, so that the organisations they work for can reap the benefits.

City & Guilds run comprehensive half-day and full day workshops to support providers with successful applications to RoATP.

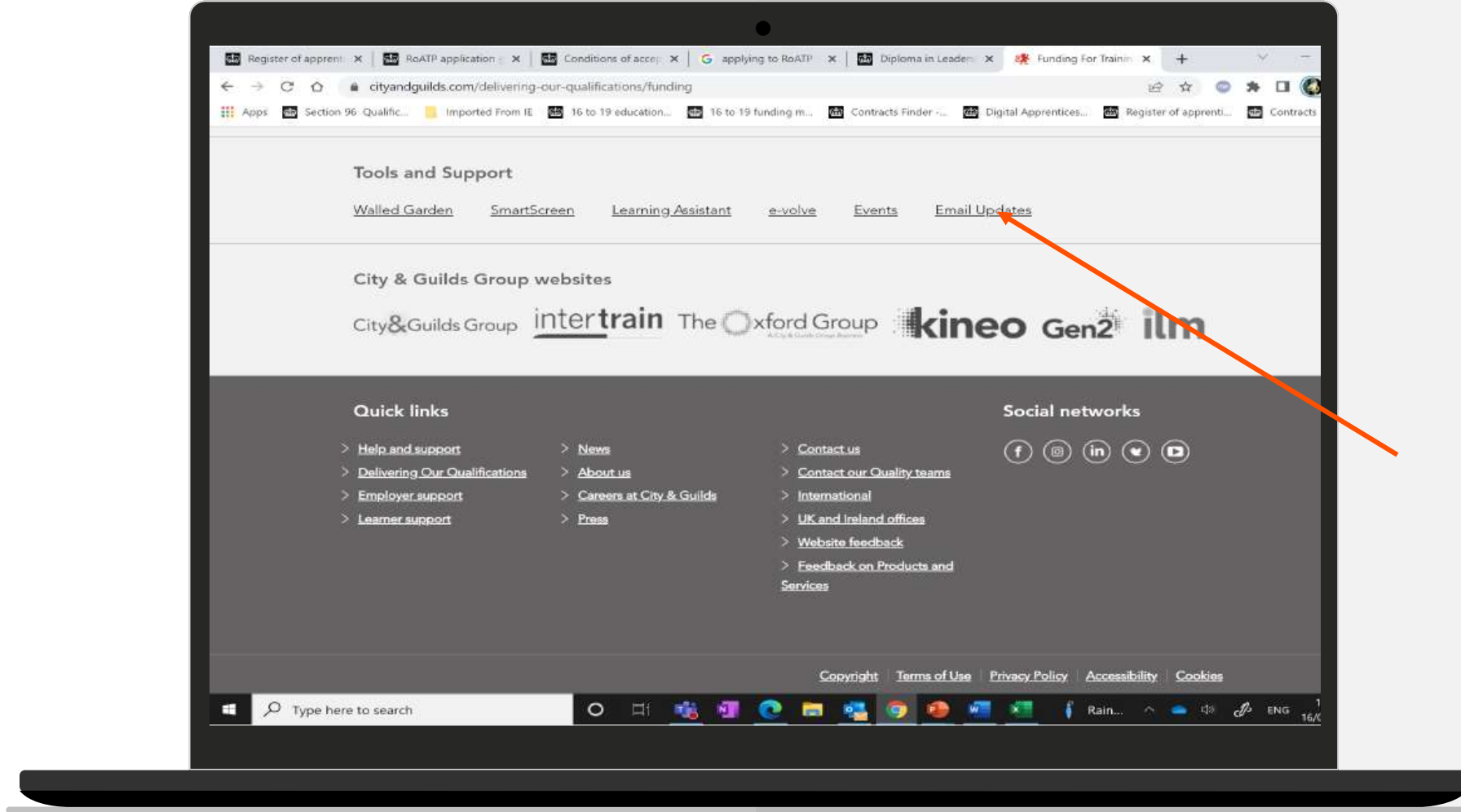
The next workshop will take place in May 2022. If interested in joining a workshop, please contact the apprenticeships email address to the right, or; [Bryony.Kingsland@cityandguilds.com](mailto:Bryony.Kingsland@cityandguilds.com)

**To learn more about City & Guilds  
Apprenticeships, please contact  
[apprenticeships@cityandguilds.com](mailto:apprenticeships@cityandguilds.com)**

**To learn more about ILM Management  
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# Thank you

Any Questions?

