



Education & Skills
Funding Agency

Apprenticeship Service

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A quick guide to the apprenticeship service

* Non-levied Employers do not have to complete steps 3 and 4



1 Plan your apprenticeship program

— Understand the overall process and what to expect

→ Estimate how much funding you will have to spend on apprenticeships



2 Choose apprenticeship training and assessment

— Find the right type of apprenticeship training for your business

— Choose a training provider

→ Choose an organisation to assess your apprenticeship



3 Manage the funding for your apprenticeship

— Register securely to set up an Employer account. (using your Government Gateway ID)

— Assign PAYE schemes to your Employer account to view your levy balance

— View the current balance of your levy and expiring funds that you might lose

— Forecast your funding balance in the future

→ Find out how much you could pay if you don't have enough levy



4 Start a new apprenticeship contract

— Agree how much you want to pay a training provider from your levy account

— Set up and authorise payment to your training provider and see when they will be paid

— Pause or stop a payment to a training provider

— View payment activity on your levy account



5 Advertise a vacancy and recruit an apprentice

— Post an apprenticeship opportunity

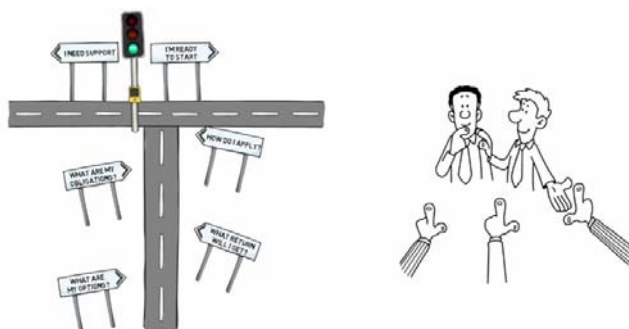
FACILITATING A DYNAMIC MARKET PLACE



Service enhancements

Discovery work is underway on the further expansion of the service offer.

- ✓ Introduction of levy transfer functionality
- ✓ On-boarding of non levy paying employers
- ✓ Consolidating service support for users

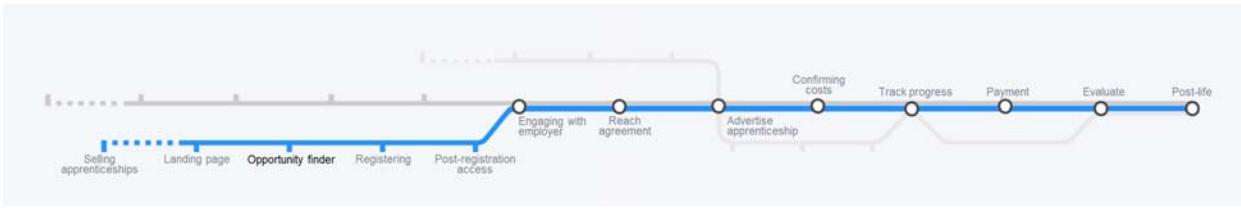


Opportunity finder

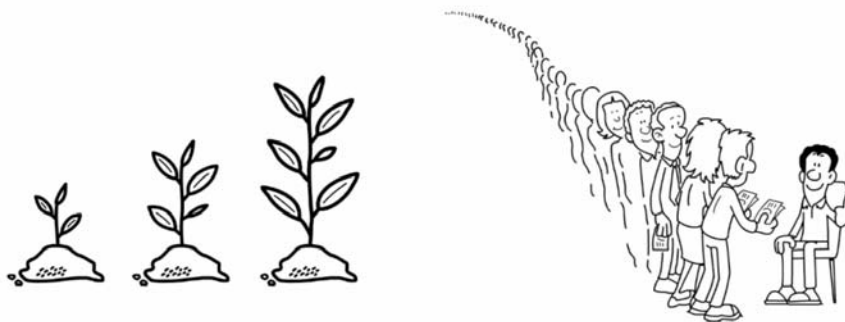
Our service will make it easy for providers to identify potential business opportunities. We will use existing data to help potential providers spot and fill gaps in the market.

These 'gaps' might be oversubscribed or high demand standards, or where the offer from existing providers is too similar, not high enough quality, or in the same geographic location.

Through forecasting future demand, we will also be able to help potential providers see where there may be opportunities in one, three or five years time, as well as here and now.



MONITORING PROGRESS



New Providers

	Register (RoATP)	Mandatory Workshops	1-2-1 Visits	Monitoring Visits
When?	➤ Before contracting	➤ Before delivery	➤ Early delivery: July to Sep for RoATP 1&2	➤ September onwards
Why?	➤ Provides an on-line assessment of financial health, quality and capability for all potential apprenticeship providers	➤ Provide an overview of all ESFA requirements and assures us that providers understand what is required of them	➤ To confirm the infrastructure is in place to deliver apprenticeships as set out in RoATP application	➤ Provide confirmation that funds are being used in accordance with our rules
Impact	➤ Access to deliver to levy employers and provides scope to non levy procurement	➤ Failure to attend will result in removal from the register	➤ Risk assessment and where provider actions are not as stated in register application provider will be removed from the register	➤ Risk assessment, improvement actions and in cases of non compliance removal from the register

Early impressions

- Initial advice to employers is not always tailored to the employer's requirements. This is now a critical aspect to future Ofsted judgements.
- Too many providers continue to under promote the benefits of the programme or what an employer can expect from an apprentice.
- In some cases limited information is provided regarding the apprenticeship reforms.
- Colleges were more likely to explain how they could help the employer in other areas.

Immediate delivery and assurance priorities

- Conclude the procurement and funding process to support non levy paying employers
- Allocation business cases
- Performance review process
- Using employers as sub contractors
- Ensuring compliant delivery models
- 20% off the job

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