



Education & Skills
Funding Agency

Apprenticeship Service

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Education and Skills Funding Agency



A quick guide to the apprenticeship service

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



Plan your apprenticeship program

— **Understand** the overall
process and what to
expect



Estimate how much
funding you will have to
spend on apprenticeships



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



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



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



Advertise a vacancy and recruit an apprentice

— **Post** an apprenticeship
opportunity

FACILITATING A DYNAMIC MARKET PLACE



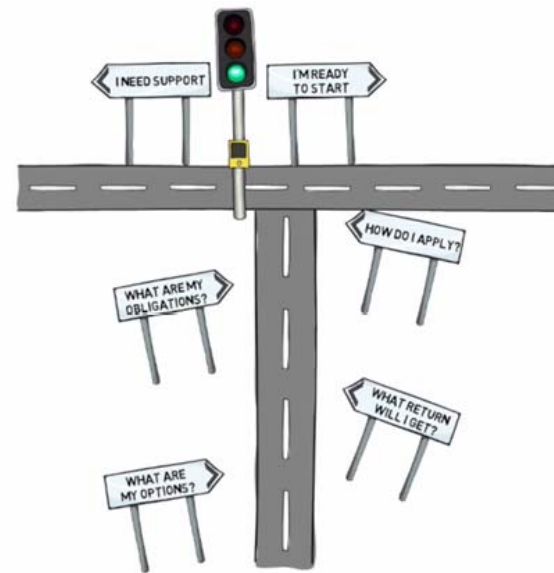


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Service enhancements

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.

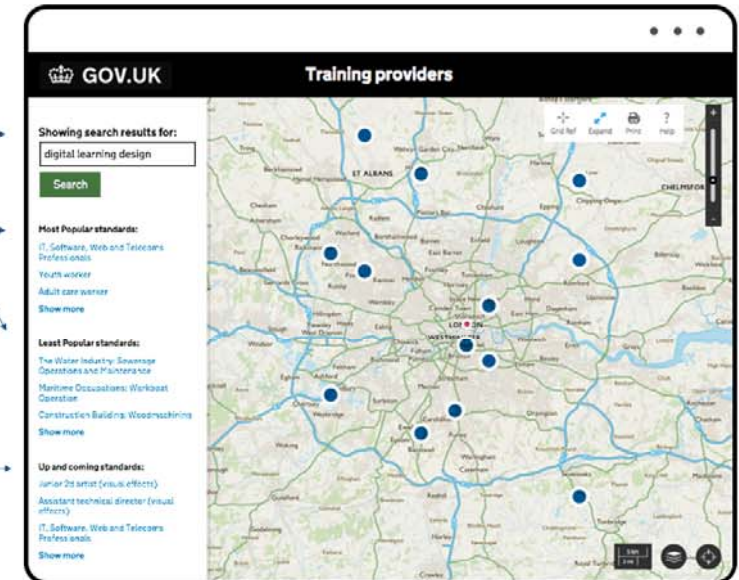
These 'gaps' might be oversubscribed or high demand standards, or where the offer from existing providers is too similar, not high enough quality, or in the same geographic location.

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.

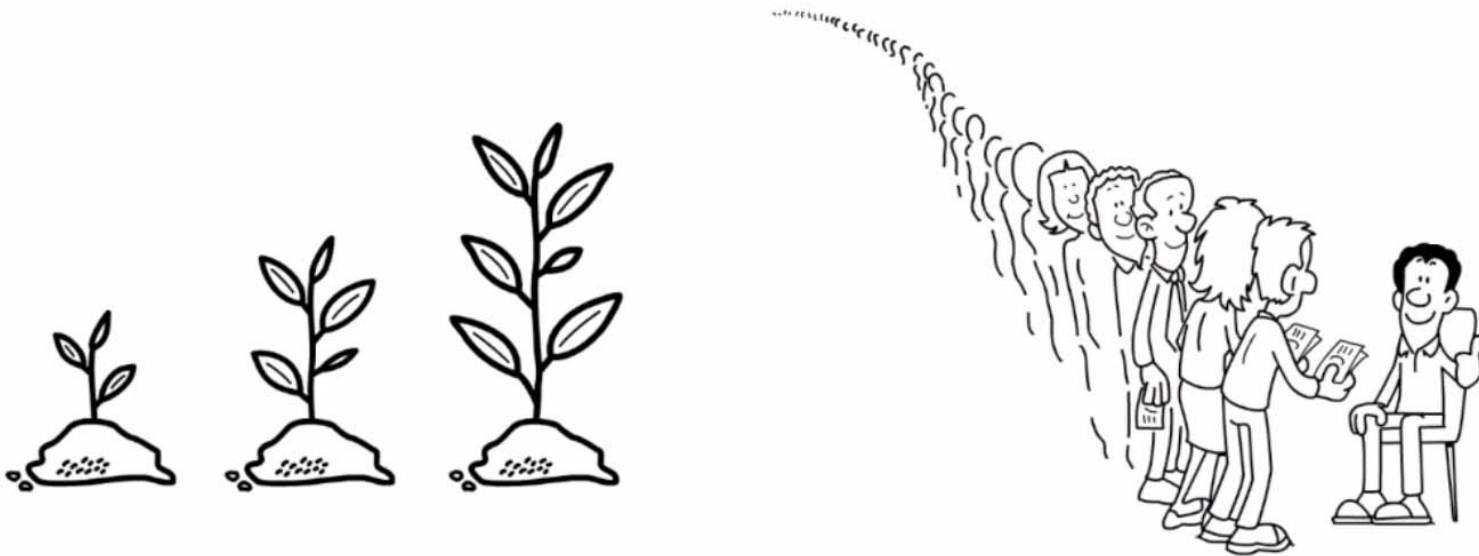
Search for standard
within chosen area

Most/least popular
standards

Future forecasting
standards



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.



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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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