



Apprenticeship Providers and Assessment Register (APAR)

**An overview of the APAR (formerly RoATP)
for Training & Apprenticeship Providers**

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ROATP TO APAR: SUMMARY OF CHANGES

On August 1, 2023, the government made changes to the apprenticeship provider registration process. The Register of Apprenticeship Training Providers (RoATP) and the end-point assessment organisation (EPAO) register have now been merged to form the Apprenticeship Providers and Assessment Register (APAR).

Key changes include:

Single Register: The new APAR will combine the existing two registers, eliminating redundancy.

Automatic Placement: Organisations recognised for an apprenticeship standard by Ofqual or the Office for Students will automatically be placed onto APAR.

Employer Choice: Although previously required to prove that employers chose the EPAO, training providers will now be the default choosers. Employers may still select the EPAO if desired.

Simplified Process: New EPAOs need to create an account on the apprenticeship service to confirm placement on APAR but will no longer have to undertake two application processes.

Maintenance Automation: The updating of the register will be automatically managed through data exchanges between regulators and awarding bodies.

These changes are aimed at cutting bureaucracy, and further details are expected in the coming weeks. The application process for providers will remain the same.

WHAT IS REQUIRED FOR NEW APPLICATIONS?

Training providers or employers looking to access funding to deliver Apprenticeship Standards or Frameworks must be listed on the Apprenticeship Providers and Assessment Register (APAR).

Providers are required to submit an application, which the Department of Education (DfE) will use to assess your readiness, capability and sustainability to deliver funded apprenticeship provision.

Providers can only apply once in a 12 month period, and are advised to allow at least 12 weeks for the DfE to assess your application.

The application form can be broken down into 4 different sections:

- 1. Company Due Dilligence**
- 2. Financials**
- 3. Required Documentation**
- 4. Text Responses and delivery information**

Information on what is required for each of these sections is broken down below.





COMPANY DUE DILLIGENCE

A basic (but lengthy) section covering details about your company and it's directors.

FINANCIALS

Depending on your organisation and provider route, you may need to know:

- Who's in control of your organisation and their dates of birth

Your organisation's financial figures (any or all of the following items):

- Financial statements
- Management accounts
- Accounts for an ultimate UK parent company
- Financial forecasts if you are applying as a supporting provider and have not reached the trading stage of producing formal financial statements for your organisation.

REQUIRED DOCUMENTATION

The DfE will assess these documents after upload to check they are fit for purpose:

- Financial evidence covering either the finalised latest accounting period or an actual / forecast 12-month period
- A continuity plan for apprenticeship training
- An equality and diversity policy
- A safeguarding policy
- A Prevent duty policy
- A health and safety policy
- A complaints policy
- A contract for services template with employers
- Commitment statement/ training plan
- A policy for professional development of employees
- A copy of your management hierarchy's expectations for quality and high standards in apprenticeship training

TEXT RESPONSES AND DELIVERY INFORMATION

You will be required to answer the following questions. The space for answers varies from question to question ranging to 750 words.

- Has your organisation engaged with employers to deliver apprenticeship training to their employees? If yes who?
- How will your organisation manage its relationship with employers?
- How will your organisation promote apprenticeships to employers?
- What is your organisation's process for initial assessments to recognise prior learning?
- What is your organisation's process to assess English and maths qualifications for apprentices?
- How will you deliver the assessments in English and maths?
- Where will you deliver the assessments in English and maths?
- How will you continue to deliver English and maths training and assessments if there's a significant event?
- Does your organisation expect to use subcontractors in the first / next 12 months of joining the APAR? (If you are a new provider you will need to detail first 12 months, an existing provider will need to detail the next 12 months of delivery)
- How will your organisation carry out due diligence on its subcontractors?
- What type of apprenticeship training will your organisation offer?
- How is your organisation ensuring its ready to deliver training in apprenticeship standards?

- How does your organisation plan to engage and work with awarding bodies?
- How will your organisation train its apprentices?
- How will your organisation ensure apprentices are supported during their apprenticeship training?
- How will your organisation ensure apprentices are supported during their apprenticeship training?
- How will your organisation provide support to its apprentices? (Employer route)
- What other ways will your organisation use to support its apprentices? (Employer route)
- How many starts does your organisation forecast in the first/next 12 months of joining the APAR? (If you are a new provider you will need to detail first 12 months, an existing provider will need to detail the next 12 months of delivery) (employer route)
- When will your organisation be ready to deliver training against these forecasts?
- Will your organisation recruit new staff to deliver training against these forecast?
- What is the typical ratio of the staff who deliver training to the apprentices?
- How does your proposed staff to learner ratio offer quality support to your apprentices?
- What teaching methods will your organisation use to deliver 20% off the job training?
- How will your organisation ensure 20% off the job training is relevant to the specific apprenticeship being delivered?
- Where will your apprentices be trained?





Tell us who has overall accountability for apprenticeships in your organisation

- Who is in your organisation's management hierarchy for apprenticeships?

Tell us how these expectations for quality and high standards in apprenticeship training are monitored and evaluated

- Who's responsible for maintaining these expectations for quality and high standards in apprenticeship training?
- How are these expectations for quality and high standards in apprenticeship training communicated to employees?
- Does your organisation have a team responsible for developing and delivering training?
- Does your organisation have someone responsible for developing and delivering training?
- Who has the team worked with to develop and deliver training?
- Who has this person worked with to develop and deliver training?
- How has the team worked with other organisations to develop and deliver training?
- How has this person worked with other organisations to develop and deliver training?
- How has this person worked with employers to develop and deliver training?
- How has the team worked with employers to develop and deliver training?
- How has this person worked with employers to develop and deliver training?

Tell us who's the overall manager for this team

- How much experience do they have in developing and delivering training?
- Do they have at least 3 months experience in developing and delivering training?
- What sectors will your organisation offer apprenticeship training in?

(Add the most experienced employee for each sector)



- What standards will your organisation offer apprenticeship training in?
- How many starts does your organisation forecast in the sector in the first/next 12 months of joining the APAR? (If you are a new provider you will need to detail first 12 months, an existing provider will need to detail the next 12 months of delivery)
- How many employees will deliver training in the sector?
- Who's the most experienced employee in the 'sector'?

Please detail the individuals experience in the sector

- What's their experience of delivering training in this sector?
- Do they have any qualifications relating to this sector?
- Are they approved by awarding bodies to deliver training?
- Do they have sector or trade body memberships?
- What type of apprenticeship training have they delivered?
- How have they delivered training to apprentices?
- What's their experience of delivering training to apprentices?
- What's the typical duration of training they have delivered to apprentices?

Your CPD (Professional Development) policy

- Give an example of how your organisation used this policy to improve employee expertise
- Give an example of how your organisation used this policy to maintain employee teaching and training knowledge

Recording & Reporting data

- What is your organisation's process for evaluating the quality of training delivered?
- How has your organisation made improvements using its process for evaluating the quality of training delivered?
- Does your organisation's process for evaluating the quality of training delivered include apprenticeship training?
- How will your organisation evaluate the quality of apprenticeship training?
- How will your organisation review its process for evaluating the quality of training delivered?
- Does your organisation have systems and processes in place to collect apprenticeship data?
- Does your organisation have the resources to submit Individualised Learner Record (ILR) data?
- Who is the individual accountable for submitting ILR data for your organisation?





HOW CAN ESS HELP?

POLICY & PROCEDURE REVIEWS

The ESS Quality Team offer free introductory policy and procedure review sessions to help you to determine if your documentation and content does meet DfE requirements and are ready for submission.

APAR APPLICATION SUPPORT

As always, we are here to offer full support with proven expertise in bid writing, quality, and consultancy services in the Training and Apprenticeships sector. If you have any questions or need assistance with your APAR registration or other training needs, please do not hesitate to get in touch.

Contact us today at info@essassist.co.uk to arrange a no obligation consultation.

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