**RoATP Application Form – Attachements List December 2018 PQQ No. 29012 v2**

| **SECTION 1** **POLICIES** | **POLICY** | **POLICY DOCUMENT SCOPE & GUIDANCE** | Completed  | Attached  |
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| **Your People & Planning**  | **CC-PP-13:** policy for professional development for employees  | This must include how:  you actively improve employees’ sector knowledge, skills and performance  you actively improve employees’ teaching and training knowledge, skills and performance  you make learning an essential part of their professional life  learning objectives are focussed for the individual and how these meet customer and organisational needs  |  |  |
| **Your Readiness to Engage**  | **EN 2:**policy or practice for how you will engage with employers  | This must include:  how you’ll promote apprenticeships with employers through the use of find apprenticeship training (FAT) and other national branding  what methods of engagement you’ll use with employers that are appropriate to your sectors, as well as the Standards you intend to offer and the locations where these will be delivered  how you’ll work with employers to develop and train apprentices, through co-creation of programmes, the flexibility of your programmes to meet employer and apprentice needs, continuous engagement for the duration of the apprenticeship, coaching and mentoring and recording of all training undertaken by both you and the employer  how you’ll manage relationships with employers through continual engagement, agreed methods for doing this, escalation of concerns and addressing any issues raised  who has overall responsibility for managing relationships with employers with the ability to act independently and take decisions  what your procedure is for questions and general communications  how you’ll continuously monitor and improve employer engagements through cyclical reviews, regular feedback from employers, the use of complaints data, frequently asked questions and contract review meetings  |  |  |
| **Your Readiness to Engage**  | **EN 2A:**policy, procedure and process for complaints | * Your complaints policy, procedure and process must be published on your website and made available to apprentices and employers
 |  |  |
| **Your Readiness to Engage**  | **EN-5:** your process for performing initial assessments of apprentices’ prior learning | This must include how you will: review the individual’s personal learning record review the individual’s previous qualification(s) against the apprenticeship identify and analyse skill gaps and how an apprenticeship will address these ensure the full occupational profile and learning all of the skills, knowledge and behaviours required is addressed |  |  |
| **Your Readiness to Engage**  | **EN-6:** your process for delivering English and maths to apprentices | This must include how you will: review apprentices’ abilities to achieve entry level requirement in English or maths show exemption from English or maths requirement |  |  |
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| **SECTION 2****OTHER ATTACHMENTS**  | **DOCUMENT**  | **DOCUMENT SCOPE & GUIDANCE(copied from the RoATP Application Guidance)**  | Completed  | Attached  |
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| **Your Organisation****1.3.12****OD 11** | Registration Certificate from the Information Commissioners Office (ICO)  | It must include processing of personal data for delivering education and training purposes  |  |  |
| **Your Organisation****1.3.13****OD 12** | Your Management Hierarchy  | You must provide details for your senior management team responsible for apprenticeship training. For each person you must provide their:  full name  job role  time in role, in years or months  who they report to  details for other organisations they’re involved in who are receiving funding directly from Education and Skills Funding Agency (ESFA) or as a subcontractor  |  |  |