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| **2000 character limit per question including spaces** | **WHICH OF THE FOLLOWING AMBER COLOURED SECTIONS YOU COMPLETE IS DEPENDANT ON YOUR RESPONSES TO PR1-4** |
| **1.13** | **Your leaders and managers: Answer this question section if you are funded by OFS** |
| 1.13.1 | Training experience | We need details of your management structures experience of working with employers to develop programmes and train their employees. |
| 1.13.3  | CC-LM-8 | If you answered 'Yes' to question CC-LM-7 [Has your management team ever worked with employers or other organisations to develop and deliver training? This can be in your organisation or in prior employment.], give an example of how this was done | For a main provider you must show how you worked with employers or other organisations to:  identify training needs  determine training was the right solution  identify learning objectives and how these are measured  develop training from their objectives, and decide how it would be delivered to learners This can include working with the Institute for Apprenticeships and trailblazers for standards |  |

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| **1.13.4** | **Expectation setting** | **We need details of how leaders and managers have set high expectations in relation to training, and how these have been communicated within the organisation.** |
| 1.13.6 | CC-LM-10 | If you answered 'Yes' to question CC-LM-9, [Have your leaders and managers documented clear expectations in relation to setting high standards of apprenticeship training?] how have leaders and managers defined their expectations for high standards in apprenticeship training? | This must include:  the format of your expectations through a set of principles, a vision, a mission statement or equivalent for the organisation  the outcomes your organisation wants for delivery of apprenticeship training  what acceptable quality in apprenticeship training is for your organisation  how high standards are set in the planning and production of training programmes  how high standards are set in the use of the best person or best team to deliver apprenticeship training  |  |
| 1.13.7 | CC-LM-11 | If you answered 'Yes' to question CC-LM-9, how have these expectations been communicated to your employees? | All employees should be aware of your expectations for high standards in training, so these must be communicated in your organisation to training, through policies, through floor walking or other channels relevant to your organisation |  |

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| **1.13.8**  | **Quality of training** | **We need details of your quality assurance processes and how you measure this through key performance indicators (KPI's).** |
| 1.13.11 | CC-LM-14 | Give an example of how potential for improvements in training was identified through your quality evaluation process | Show what process you will use to identify changes and improvements in your existing training.You must provide a summary of how the data:  was collected  was reviewed and analysed  had potential for improvements  |  |
| 1.13.12 | CC-LM-15 | What was put in place to improve training and what was the outcome? | You must provide examples of:  what actions you took  who was involved in making improvements  what the outcome of these improvements were  |  |
| 1.13.14 | CC-LM-17 | To make your existing quality process relevant for apprenticeship training, what changes will you need to make? | No guidance provided |  |

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| **1.14**  | **Your leaders and managers: -**  |
| **1.14.1** | **Training experience** | **We need details of your management structures experience of working with employers to develop programmes and train their employees.** |
| 1.14.3 | CC-LM-8 | If you answered 'Yes' to question CC-LM-7 [Has your management team ever worked with employers or other organisations to develop & deliver training?] give an example of how this was done ? | This can include working with the Institute for Apprenticeships (IfA) and trailblazers for Standards. For a main provider you must show how you worked with employers or other organisations to:  identify training needs  determine training was the right solution  identify learning objectives and how these are measured  develop training from their objectives, and decide how it would be delivered to learners  |  |
| 1.14.6 | CC-LM-10 | If you answered 'Yes' to question CC-LM-9, how have leaders and managers defined their expectations for standards of apprenticeship training? | This must include:  the format of your expectations through a set of principles, a vision, a mission statement or equivalent for the organisation  the outcomes your organisation wants for delivery of apprenticeship training  what acceptable quality in apprenticeship training is for your organisation  how high standards are set in the planning and production of training programmes  how high standards are set in the use of the best person or best team to deliver apprenticeship training  |  |
| 1.14.7 | CC-LM-11 | If you answered 'Yes' to question CC-LM-9, how have these expectations been communicated to your employees? | All employees should be aware of your expectations for high standards in training, so these must be communicated within your organisation through training, through policies, through floor walking or through other channels relevant to your organisation. |  |

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| **1.14.8**  | **Quality of training**  | **We need details of your quality assurance processes and how you measure this through key performance indicators (KPI's).**  |
| 1.14.11 | CC-LM-14 | Give an example of how potential for improvements in training was identified through your quality evaluation process? | Show what process you will use to identify changes and improvements in your existing training. You must provide a summary of how the data:  was collected  was reviewed and analysed  had potential for improvements  |  |
| 1.14.12 | CC-LM-15 | What was put in place to improve training and what was the outcome? | If you acted on your answer in question CC-LM-14, you must provide examples of:  what actions you took  who was involved in making improvements  what the outcome of these improvements were  |  |
| 1.14.14 | CC-LM-17 | To make your existing quality process relevant for apprenticeship training, what changes will you need to make? | No guidance exists  |  |

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| **1.15.2** | **Training experience** | **We need details of your management structures experience in delivering training, as well as any evidence of working with employers to develop programmes and train their employees.**  |
| 1.15.10 | CC-LM-8 | If you answered 'Yes' to question CC-LM-7 [Has your management team ever worked with employers or other organisations to develop and deliver training?] give an example of how this was done? | For a main provider you must show how you worked with employers or other organisations to:  identify training needs  determine training was the right solution  identify learning objectives and how these are measured  develop training from their objectives, and decide how it would be delivered to learners  | Enter plain text |

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| **1.15.11** | **Expectation setting** | **We need details of how leaders and managers have set high expectations in relation to training, and how these have been communicated within the organisation.** |
| 1.15.13 | CC-LM-10 | If you answered 'Yes' to question CC-LM-9, [Have your leaders and managers documented clear expectations in relation to setting high standards of apprenticeship training?] how have leaders and managers defined their expectations for high standards in apprenticeship training? | This must include:  the format of your expectations through a set of principles, a vision, a mission statement or equivalent for the organisation  the outcomes your organisation wants for delivery of apprenticeship training  what acceptable quality in apprenticeship training is for your organisation  how high standards are set in the planning and production of training programmes  how high standards are set in the use of the best person or best team to deliver apprenticeship training  |  |
| 1.15.14 | CC-LM-11 | If you answered 'Yes' to question CC-LM-9, how have these expectations been communicated to your employees? | All employees should be aware of your expectations for high standards in training, so these must be communicated within your organisation through training, through policies, through floor walking or through other channels relevant to your organisation. |  |

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| **1.15.15** | **Quality of training** | **We need details of your quality assurance processes and how you measure this through key performance indicators (KPI's).** |
| 1.15.18 | CC-LM-14 | Give an example of how potential for improvements in training was identified through your quality evaluation process? | Show what process you will use to identify changes and improvements in your existing training. You must provide a summary of how the data:  was collected  was reviewed and analysed  had potential for improvements  |  |
| 1.15.19 | CC-LM-15 | What was put in place to improve training and what was the outcome? | If you acted on your answer in question CC-LM-14, you must provide examples of:  what actions you took  who was involved in making improvements  what the outcome of these improvements were  |  |
| 1.15.21 | CC-LM-17 | To make your existing quality process relevant for apprenticeship training, what changes will you need to make? | No guidance given  |  |

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| **1.16** | **Your people and planning**  |
| **1.16.1**  | **Planning**  | **We need details of your plans for apprenticeship training for the next 12 months.** |
| 1.16.4 | CC-PP-3 | How are you ensuring your organisation is ready to deliver training in apprenticeship Standards? | No guidance supplied  | * Capacity checks
* Capability checks
* Project plan for first starts
* Steering group at highest level
* Risk register
* Marketing
* Staff comms
* Employer engagement
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| **1.16.12**  | **People** | **We need to know that you have employees in place with sector level experience and expertise in training.**  |
| 1.16.16 | CC-PP-14 | Give an example of how your employees sector expertise has been maintained and kept up to date through your professional development process | Your example must show that you implemented your policy for professional development. If there were any deviations away from this then these must be explained. |  |
| 1.16.17 | CC-PP-15 | Give an example of how your employees teaching and training expertise has been maintained and kept up to date through your professional development process | Your example must show that you implemented your policy for professional development. If there were any deviations from this then these must be explained. |  |

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| **1.17** | **Your readiness to engage** |
| **1.17.1**  | **Readiness to engage**  | **We need details of your readiness to engage with employers and apprentices to begin delivery of apprenticeship training from the first day of joining the Register.** |
| 1.17.10 | EN-8 | How do you ensure your methods for delivering 20% OTJ are relevant to the framework or standard being delivered? | This must include how you:  use the technical or theoretical elements of the apprenticeship to decide the best method for training  make training methods flexible to changes in employer or apprentice circumstances The teaching of theory could include lectures, role playing, simulation exercises, online learning or manufacturer training.  |  |
| 1.17.11 | EN-9 | How do you ensure your methods for delivering 20% OTJ meet the needs of employers and apprentices? | This must include how you:  work with employers to define a model for delivery  make your model for delivery flexible to changes in employer or apprentice circumstances  decide the point in the apprenticeship at which the OTJ training is best delivered  |  |