

Tools Summary (including examples)

['Apprenticeship Planning Checklist V1.0'](#) – This checklist supports institutions to assess and manage key risks in apprenticeship delivery, including quality, compliance, and safeguarding. It captures current readiness, planned actions, and responsible officers to ensure a clear, proactive approach – Chapter 1, 2

['Apprenticeship Delivery Models Checklist V1.0'](#) – This checklist helps institutions determine the most appropriate delivery model for each apprenticeship standard. It records the chosen method, justification, and any required actions, ensuring clarity on roles, responsibilities, and timelines. – Chapter 3

['Basic Apprenticeship Programme Costing Tool v1.0'](#) – This excel based tool allows you to examine the product cost and budget for delivery of a programme. – Chapter 3 ([Example available here](#))

['Advanced Apprenticeship Programme Costing Tool v1.0'](#) – This excel based tool allows you to examine the product cost and budget for delivery of a programme but uses additional data points such as contact time in staff roles to establish staff capacity projections . – Chapter 3 ([Example available here](#))

['Apprenticeship Financial Forecasting Tool v1.0'](#) – This excel based tool allows the profiling of revenue of programmes linked to retention on programme, informing when you are likely to receive monies and your revenue profile. – Chapter 3, 4 ([Example available here](#))

['RPL Calculator v1.0'](#) – This excel based tool allows you to enter the details of your apprenticeship programme in price and planned hours and the hours identified for prior learning. This then calculates the adjustment you would need to make to the training price. – Chapter 4, 7 ([Example available here](#))

['Price breakdown Tool v1.0'](#) – This excel based tool allows you to enter the details of a programme and standardise your approach to calculating eligible costs on a programme by programme basis with an output of a breakdown for an employer that could be absorbed into a contract for services schedule. – Chapter 4 ([Example available here](#))

['Employer contracting checklist v1'](#) – This word document is a checklist of all core areas that should be considered when agreeing to work with employers. – Chapter 6

['ROI Tool v1'](#) – This excel based tool allows you to calculate return on investment including optional, editable variables that are factors within apprenticeship delivery. – Chapter 7 ([Example available here](#))

Several tools have example versions with demonstration data within them. They are populated to give a guide as to how they could be completed.