VIRTUAL
C O L L E G E

APPRENTICESHIP PROVIDER TOOLKIT

Congratulations on getting onto RoATP!

Hopefully, you've got a good handle on what's involved?

RoATP

It's quite a challenge!

APPRENTICESHIP CONTRACTS

You can now deliver apprenticeships to Levy Paying Employers – you need to make sure you fully understand the contract requirements.

OFSTED

You'll be subject to a regular OFSTED inspection to assess your quality of provision. Get a grade 4 and your contract is gone.

DATA PROTECTION (GDPR)

As a provider you are subject to stringent data protection guidance in line with ICO Registration Requirements.

ESFA RULES

The ESFA release annual versions of Funding Rules which govern the administration of, and delivery of, government funds for training. The rules must be followed each step of the way, but are often ambiguous and open to incorrect interpretation.

SAFEGUARDING

You will need to ensure that you have a fully trained designated safeguarding officer and a robust safeguarding policy and procedure, that all staff understand their responsibilities in relation to safeguarding, and that learners feel safe at all times.

FINANCE AUDITS (PFA)

You will be subject to regular Provider Financial Audits. The ESFA audit random samples of your funding paperwork and learning evidence to ensure compliance with the funding rules they set. If errors are found, clawback of funds follows.

DATA MANGEMENT

You will be required to have an appropriate MIS System in place to report your data to the ESFA and monitor internally to ensure you do not fall below the minimum performance levels set by the ESFA.

OBSERVATION OF TEACHING & LEARNING

As a provider you will be required to carry out thorough OTLs on your staff to ensure that high quality teaching and learning takes place.

PREVENT

You will need to ensure that your staff are fully trained in the PREVENT duty and that your apprentices are able to articulate their understanding.

HEALTH & SAFETY

As a provider you will be required to conduct thorough health and safety audits of your training facilities and the employers with whom you place your apprentices.

PERFORMANCE MANAGEMENT

You will be subject to regular performance management by the ESFA to ensure that you don't fall below Minimum Performance Levels. Implications of doing so can result in special measures being applied to your contract or in severe cases, removal of contract.
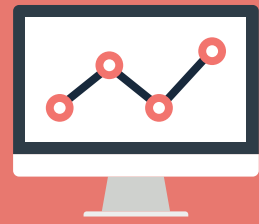
LEARNER PROGRESS TRACKING

As a provider you will be required to track learner progress to make sure that they are progressing in line with expectation and in a timely manner.

QUALITY ASSURANCE

You'll be required to have a robust Quality Assurance Framework and Strategy in place to demonstrate how you regularly assess the quality of your provision to drive improvements.

AWARDING BODY & END POINT ASSESSMENTS

As a provider you will be required to gain centre approval with the appropriate awarding body and if delivering Apprenticeship Standards, you will be responsible for preparing your learners for rigorous end point assessment.
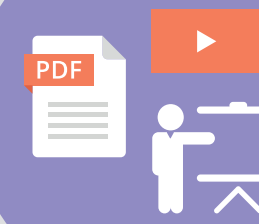
We're constructing the
Apprenticeship Provider Toolkit!

Learner Tracking & Evaluation

If you need help tracking your learners and evaluating their feedback then our Enable LMS is just for you.

Stretch Resources

The goal of a good apprenticeship provision is not just ticking a box. You need to be thinking about how you stretch your learners and really develop them into a great asset to their business. We're putting all sorts of stretch resources together that will really engage your learners.

Self Audit Tools

We're creating a range of audit templates that cover the key topics that you'll be audited on as a RoATP provider, including: Prevent, Preparing for Ofsted, Safeguarding, ESFA Finance and Teaching.

THE APPRENTICESHIP PROVIDER TOOLKIT

Designed to help you meet the challenge!

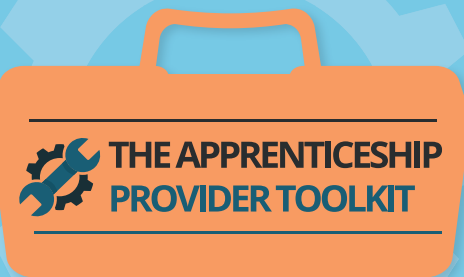### Teaching & Development Officer Support

The key to success is making sure that your Teaching & Development Officers are well trained and developed to deliver fantastic results. Our TDO programme will help get the best out of them!

Online Apprenticeship Modules

Struggling on how to achieve your 20% off the job targets? E-learning will help. We've created a range of online modules that you can access at any time, place and pace that suits you and the learner.
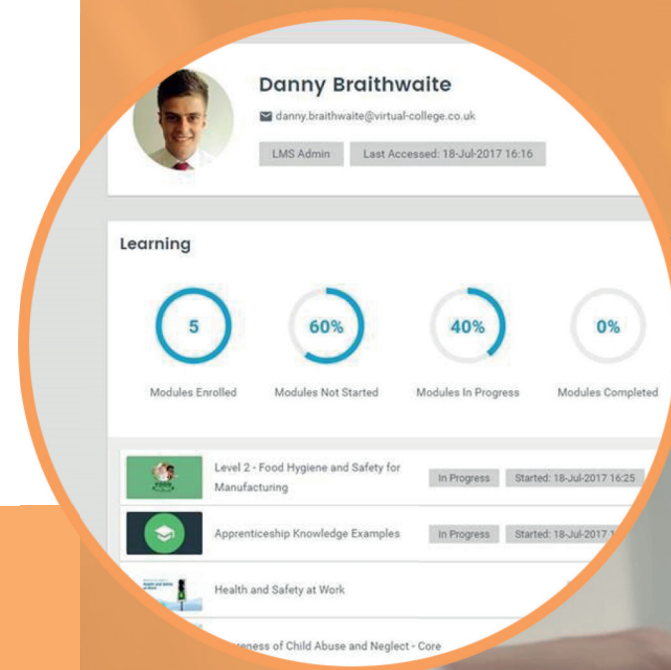
A key component of the toolkit is our Enable LMS

We've used all of our knowledge and experience delivering online training to over 2 million learners to design an intuitive and customisable LMS that will deliver for you, your organisation and your learners.

Monitor the 20% off the job training

Learning management systems have evolved beyond recognition over the last 20 years and Virtual College has always been at the forefront of that evolution.

When you choose Enable, you're choosing the functionality you need to support a truly modern training programme.

> " We chose to work with Virtual College as they were able to offer a wide range of existing content and were also open to working in partnership to craft a blended solution for our apprentices. "
>
> Gregg Scott - ILE

Modern user-friendly interface

- Easy to navigate
- Easy to customise with your own branding and choice of features
- Draft, publish and target content to specific learners
- Easily track all learner progress
- Give your learners quick and easy access to all training resources and assessments
- Get pre-loaded courses from Virtual College's comprehensive catalogue

Make admin easy

- Log in to one dashboard and track learner progress
- Design tailor-made courses - including SCORM packages, documents and video
- Create pre- and post-learning assessments, evaluations and certificates
- Draft, publish and target content to specific learners
- Have total control with module versioning
- Give your learners quick and easy access to all training resources and assessments
- UK-based telephone, email and web support team for your learners

Get reports fast

- See high level data using visual dashboard reports or break down into granular detail using advanced filters
- Export to a variety of formats including Excel, CSV and PDF
- Both learners and administrators can report on progress to see how they are meeting targets
- Cut down on stress and paperwork with an auditing tool designed to simplify the entire auditing process

Connect with your learners

- Roll out both face-to-face and online training with classroom and event management
- Deliver training and let learners study in real-time with virtual classrooms, video conferencing and resource sharing
- Connect large numbers of participants across multiple locations
- Organise meetings with registers, screen shares, polls and activities to improve the users' learning experience

Personalise learning

- Create personalised certificates with your logos and branding
- Assign your learners to groups to help them learn collaboratively
- Set development targets for learners
- Give learners their own training record with an ongoing log of their training achievements

20% off the job training:

- Evidence learning which is undertaken outside of the normal day-to-day working environment and leads towards the achievement of an apprenticeship
- Record – such as lectures, role playing, online learning, simulation exercises or manufacturer training
- Upload and monitor assignments and portfolio evidence of learners

Want to know more?...

Our first Standards

We have developed a range of courses which are available to you in the apprenticeship toolkit:

Customer Service Practitioner
Level 2

Hospitality Team Member
Level 2

Adult Care Worker
Level 2

Lead Adult Care Worker
Level 3

Coming soon.....

- Associate project manager
- Digital marketer
- HR consultant
- Business admin
- Early years educator and many more......

Want help in developing your solution?

Virtual College has been providing customers with the perfect blend of interactive, engaging and powerful online training for over twenty years.

Our content development teams work collaboratively with our customers to design online training that has real, measurable impact in their businesses. We draw on the talents of instructional and graphic designers, project managers, subject matter experts and educators to create online training in sectors as diverse as business, health and social care and local government.

There are three types of online training we provide:

Off-the-shelf
Choose from our range of over 300 engaging, interactive online courses

Partnership content
Work with us to create custom online training for your organisation that generates commercial return

Bespoke content
Collaborate with us and turn your existing content into effective online training

How we work with you

With decades of experience in developing online training content, we understand the importance of collaborative working and clear processes. Our content development method follows a series of simple steps to make sure the final product is the perfect fit for your organisation's needs.

You'll have a dedicated creative team working on your project, designing solutions that work for your business.

Creating the right content

One of the first steps in our content development process is identifying the right educational content which will help achieve your organisation's aims.

We work with subject matter experts across a range of industries to select information which is relevant, agreed and high quality, ensuring the final online training will have a positive impact.

Our development capability

Bronze
Teaching learners to explain or understand

Silver
Teaching learners to explain, identify and reflect

Gold
Teaching learners to apply complex learning to their work

Next steps

1

Look how we've supported other organisations

2

Request a free consultation with our apprenticeship team

3

We can come to you to speak about your requirements. We understand each solution is different…

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Learning technologies supplier of the year, with over 2 million online learners.

INVESTORS IN PEOPLE

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The CPD Certification Service

Microsoft Partner
Silver Independent Software Vendor (ISV)

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