

APPLICATION FORM for a temporary exception to the Apprenticeship Provider and Assessment Register (APAR) requirements for supporting providers (subcontractors) delivering training and testing directly related to driving licence acquisition.

Please complete this form if you are a lead provider intending to utilise the subcontracting exception process to deliver the training and testing directly related to driving licence acquisition. Please complete one form per subcontractor.

Please note this exception is only available to deliver driver training and licence acquisition where it is a mandatory requirement of the apprenticeship standard, (e.g., Large Goods Vehicle (LGV) Driver C+E).

All Department for Education (DfE) decisions are final and not subject to appeal. However, applicants that fail to meet some or all of the criteria may apply again when they have addressed the issues raised in the feedback from the DfE.

The DfE will use information provided in this application form to conduct checks on your subcontractor. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.

Any successful exception cases are limited solely to training and testing for the acquisition of a driving licence. The exception will be effective from 25 May 2022 and has been extended until 31 December 2023 therefore, all training and tests need to be completed within this period.

From July 2023, approved providers under this exception are expected to apply to the apprenticeship provider and assessment register before December 2023 if they wish to continue delivering and supporting apprentices after this date.

The subcontractor will not be limited to £100,000 in training value for the exception period. However, a maximum cap of £500,000 will apply unless formal written prior approval has been sought from DfE.

We use the information you submit to make assessments against the secure use of public funds. For further information about the use of, and access to, your personal data, details of organisations with whom we regularly share data and information about how long we retain your data, visit: <https://www.gov.uk/government/publications/esfa-privacy-notice>

**Section 1 – Important documents for reference for lead provider**

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| **1.0.1** | Further information on the temporary exception: [Apprenticeship Provider and Assessment Register - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/apply-to-the-apar-as-an-apprenticeship-training-provider) |
| **1.0.2** | [Subcontracting funding rules for ESFA funded post-16 funding (excluding](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1069770/Subcontracting_funding_rules_for_ESFA_funded_post-16_funding__excluding_apprenticeships__2022_to_2023_-.pdf) [apprenticeships) 2022 to 2023](https://www.gov.uk/government/publications/subcontracting-funding-rules-for-esfa-funded-post-16-funding-excluding-apprenticeships/subcontracting-funding-rules-for-esfa-funded-post-16-funding-excluding-apprenticeships#subcontracting-reporting-and-external-audit-requirements) |
| **1.0.3** | [ESFA financial health assessment](https://www.gov.uk/government/publications/esfa-financial-health-assessment) |
| **1.0.4** | [DfE policy on funding higher risk organisations and subcontractors](https://www.gov.uk/government/publications/esfa-policy-on-funding-higher-risk-organisations-and-subcontractors) |
| **1.0.5** | [Guidance for conducting due diligence checks on subcontractors](https://www.gov.uk/government/publications/guidance-for-conducting-due-diligence-checks-on-subcontractors) |

**Section 2 – Lead provider organisation details**

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| 2.0.1 | What is your UK provider reference number (UKPRN)?  This is an 8-digit number from the UK Register of Learning Providers (UKRLP)  If you do not have a UKPRN, you’ll need to [register with the UKRLP](https://www.ukrlp.co.uk/). |  |
| 2.0.2 | What is the legal name of your organisation? |  |
| 2.0.3 | If you trade under a different name, what is your trading  name? |  |
| 2.0.4 | What is your company number?  Enter N/A if you are not  registered with Companies House |  |
| 2.0.5 | If registered with a charity commission or regulator, enter your Charity Registration Number |  |
| 2.0.6 | Full name of your primary contact |  |
| 2.0.7 | Primary contact business email address  For example: [john.smith@myprovider.com](mailto:john.smith@myprovider.com) |  |

**Section 3 – Your subcontractor’s details**

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| 3.0.1 | What is your subcontractor’s UK provider reference number (UKPRN)?    This is an 8-digit number from the UK Register of Learning Providers (UKRLP)  If you do not have a UKPRN, you’ll need to [register with the UKRLP](https://www.ukrlp.co.uk/). |  |
| 3.0.2 | What is the legal name of your subcontractor’s organisation? |  |
| 3.0.3 | If they trade under a different name, what is their trading  name? |  |
| 3.0.4 | What is their UK registered  business address? |  |
| 3.0.5 | What is their company number?  Enter N/A if they are not  registered with Companies House |  |
| 3.0.6 | If registered with a charity commission or regulator, enter their Charity Registration Number |  |
| 3.0.7 | What apprenticeship standard is this related to/required for? E.g., large goods vehicle (LGV) driver C + E  reference: ST0257 |  |
| 3.0.8 | Which employer(s) will the apprentices undertaking the tests be placed with?    What is the total number of apprentices that will access the subcontracted testing for each employer? (If you do not have this information at this point of time, you must inform us when you start delivering.) |  |

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| 3.0.9 | How many drivers will deliver the training and testing? | |  |
| 3.0.10 | Have you received assurance/are you confident that your subcontractor can give apprentices access to the training and testing they need at the time they need it? | |  |
| 3.0.11 | Does your subcontractor have qualified instructors to deliver LGV training?  Please confirm if they are listed on the National Register of LGV Instructors or the National Vocational Driving Instructors Register. Please also give their registration number.  If your instructors are not on the above registers, please explain what due diligence checks you have undertaken on your subcontractor to ensure instructor(s) competence. | |  |
| 3.0.12 | What is the legal status of their  organisation?  I.e. Private limited company, charity etc. | |  |
| 3.0.13 | How long have they been actively trading? | |  |
| 3.0.14 | Is this subcontracting arrangement limited solely to the training and testing required for the acquisition of a driving licence? | |  |
| 3.0.15 | | Does the subcontractor hold a current ESFA funding agreement? |  |
| 3.0.16 | | What is the estimated total of the financial value of this subcontracting arrangement(s)? |  |
| 3.0.17 | | Please provide estimated number of tests taken through this exception, and an average unit cost |  |
| 3.0.18 | | Full name of your subcontractor’s primary contact |  |
| 3.0.19 | | What is their business e-mail address?  For example: [john.smith@myprovider.com](mailto:john.smith@myprovider.com) |  |
| 3.0.20 | | Does the subcontractor intend to make a full application to join the Apprenticeship Provider and Assessment Register (APAR) before December 2023? |  |

**Section 4 – Person/s in control of your subcontracting organisation**

This section should reflect the information held on Companies House or Charities Commission for the trustees, directors, and people with significant control of the subcontracting organisation. Please also include details of any other organisations they may be involved in that currently receive funding from DfE/ESFA either directly or as a subcontractor.

Please provide this information in Annex A.

**Section 5 – Your subcontractors declarations, criminal convictions and compliance**

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| 5.0.1 | Please confirm that you have considered the [high- risk policy](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1052707/Interim_Measures_Guidance_External_Feb_2022.pdf) when undertaking due diligence of your subcontractors? |  |
| 5.0.2 | Does your subcontractor fall into any of the mandatory exclusions? |  |
| If yes, which? |
| 5.0.3 | Does your subcontractor fall into any of the discretionary exclusions? |  |
| If yes, which? |

**Section 6 – Your declaration**

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| 6.0.1 | Please confirm you have permission from everyone named in the application to use their personal details |  |
| 6.0.2 | Do you accept that the ESFA/DfE may use information it already holds, gets from other government departments or which is already in the public domain to validate your answers? |  |
| 6.0.3 | Do you confirm that you will manage and monitor all your subcontractors to ensure that high-quality delivery is taking place that meets the requirements of the contract you have entered into with ESFA for the provision of ESFA funded delivery?  This oversight of your subcontractor will include due diligence, financial health checks and ensuring compliance with DfE/ESFA funding rules.    You must ensure safeguarding is rigorously policed |  |
| 6.0.4 | Do you confirm that all training and tests will be completed by 31 December 2023? |  |
| 6.0.5 | Do you confirm that the subcontractor will not exceed the maximum cap of £500,000 unless prior formal written approval has been sought by DfE? |  |

**Section 7 – Declaration and signatures**

By signing on this page, I confirm that all the information provided is true and accurate.

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| First name and last name |  |
| Signature |  |
| Date (DD/MM/YYYY) |  |

Please submit this form to [APARSubcontracting.Exceptions@education.gov.uk](mailto:APARSubcontracting.Exceptions@education.gov.uk)

**Annex A**

**Person/s in control**

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| --- | --- | --- | --- | --- | --- |
| Full name | Date of birth | Job role | Time in role | Who they report to | Names of other organisations funded by DfE/ESFA |
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