

**Case for Exceptional Apprenticeship Provider and Assessment Register (APAR) Application**

Levy paying employer provider applicants only

*If you are not a levy paying employer provider, please do not fill in this form.*

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| **Employer Name** |  |
| **Employer delivery address(es)**  *Indicate where delivery will take place* |  |
| **UKPRN** |  |
| **Primary contact name** |  |
| **Primary contact number** |  |
| **Primary contact email** |  |
| **Employer Sector / Business** |  |
| **Proposed Application Route**  *(Main / Employer / Supporting)* |  |
| **Are you a levy paying employer?** *(Yes / No)* |  |
| **When was your last levy payment made?** |  |
| **What is your organisation’s annual wage bill?** |  |

*Note: The government apprenticeship levy is a tax paid by employers. It only applies to those with a payroll of more than £3 million. It is used to fund apprenticeship training. The levy is charged at 0.5% of an employer's total payroll.*

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| **Has your organisation been on the APAR (previously known as the RoATP) before?**  *If yes, please give the removal reason & date* |  |
| **Intended Lead Provider on APAR**  *Supporting route only (N/A if Main or Employer route)* |  |

**Please confirm which standards you plan to deliver in:**

*List the standards below including level and location*

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**Notes for applicants - before applying to the employer provider route**

We recommend that employers who want to become an employer provider and train their own apprentices consider their long-term skills needs to ensure sustainability and the financial viability of delivering the apprenticeship training that meets these skills needs.

Due to the resources involved in managing apprenticeship programme, previous experience shows it may not be economically viable if you plan to have fewer than 50 active apprentices being trained by you at any one time. If this applies you may wish to consider the Supporting Provider route.

To assess the viability of being an employer provider you may wish to consider:

* Will you be able to meet the eligibility criteria of APAR once onboarded and start an apprentice within 3-4 months?
* Is your need to train apprentices short term e.g. over the next 1-2 years or longer term over at least the next 3-5 years or more?
* Are you satisfied with the availability and quality of existing training providers that could meet your needs?
* Is the volume of apprentices that you plan to train every year sufficient to be cost effective and provide you with value for money on your training costs?
* Have you costed your planned programme to take into account the limits on funding you could generate for each apprenticeship standard?
* Have you calculated the cost of delivering your apprenticeship training, including only eligible costs, to ensure that you can recover some or all of your costs?

We have account managers who will discuss your plans with you to help you make a well-informed decision that is right for your organisation before applying.

Information about APAR market entry can be found on gov.uk at <https://www.gov.uk/guidance/apply-to-the-apar-as-an-apprenticeship-training-provider>

**Please provide detailed evidence you are addressing the skills need.**

*Evidence should include:*

* *How the apprenticeship programme that you plan to deliver meets your organisation’s business goals*
* *Planned number of apprenticeships starts per year*
* *How many apprentice learners do you plan to start in years 1, 2 & 3?*
* *(Main Provider application only) What percentage of delivery will be to internal learners i.e. your employees, versus external learners?*

*We may check this information provided.*

*(maximum of 750 words, further relevant attachments are accepted, please list these below)*

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**Readiness for Apprenticeship Delivery**

*(Maximum of 50 words per answer)*

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| Which Management Information System will you use to record learner progress and submit monthly Individual Learner Returns (ILR)? |  |
| Please state your organisation’s capacity to deliver in the sector / standard(s) specified. |  |
| How will you plan for your Ofsted New Provider Monitoring Visit and subsequent full inspection?  Ofsted Further Education and Skills Inspection Handbook: <https://www.gov.uk/government/publications/further-education-and-skills-inspection-handbook-eif> |  |
| How will you plan for a Post-16 audit?  Post-16 Audit Requirements:  <https://www.gov.uk/government/publications/esfa-assurance-work-on-post-16-funding> |  |

*Note: Please submit this completed exception form and any further evidence (as attachments), to* [*APAR.Mailbox@education.gov.uk*](mailto:APAR.Mailbox@education.gov.uk). *We will review submitted forms and evidence and aim to provide an outcome within 10 working days.*

*Note: If successful in demonstrating that you are addressing the skills need,**you will be invited to apply to the APAR. You will have 30 calendar days from the invitation to make your application; at such time this invitation window will expire.*

*Note: This part of the process is no guarantee you will be accepted onto the register. Success at this stage only gives you the opportunity to apply.*

## For internal use only

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| **Name / Grade** |  |
| **Signature** |  |

|  |  |
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| **G6 Name** |  |
| **Do you support the Exceptional APAR application (Yes / No)?** |  |
| **Signature** |  |

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