HM Government

Application guidance for the Apprenticeship Provider and Assessment Register (APAR)

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Summary

This publication provides non-statutory guidance from the Department for Work and Pensions (DWP). It has been produced to help organisations applying to the Apprenticeship Provider and Assessment Register (APAR), that wish to deliver government funded apprenticeships in England.

Who this publication is for

This guidance is for:

- Eligible organisations

Main points

This guidance contains all possible questions, answers, prompts and submission requirements for all application routes.

It covers:

- the application process
- supporting information required for your application
- guidance on the application questions
- next steps after your application
- exit policy for existing providers that are unsuccessful

The APAR application service is intuitive, and you will only be presented with questions and requirements that apply to your application, organisation, and route, depending on the answers provided.

Document history

Updates since last published:

- updated terminology in line with the Changes to Apprenticeship Assessment and Funding Rules for Apprenticeships
- updated text in line with the changes to financial health assessment process
- updated text in line with changes to the undergraduate Teaching standard
- updated text in line with changes to the Ofsted inspection and grading process

Application process

There are 8 key steps in the application process.

1. Read becoming an apprenticeship training provider
2. Check your application route and eligibility
3. Read our conditions of acceptance - you will be required to agree to these
4. Read this application guidance
5. Prepare what you need and apply
6. Application evaluation
7. Monitor your emails for the outcome and next steps
8. Join the register

DWP may review the application process and any part of this may be subject to change, including but not limited to, the application questions and eligibility requirements.

This guidance provides further clarification on certain application questions, DWP's evaluation approach and appeals process.

Important information for Employer route 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.

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

- 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?

Account managers in the Department for Education (DfE) can discuss your plans with you to help you make a well-informed decision that is right for your organisation.

Email: helpdesk@manage-apprenticeships.service.gov.uk and a colleague will contact you.

Documents and evidence you will need to supply

As part of the application process, you must answer questions about your organisation and upload the required evidence, some of which will be attachments. All attachments must be in PDF format no larger than 5mb in size.

You must answer the questions in the first section of the application in order, as this determines the rest of the application questions. Once the first section has been completed, you can answer the rest of the application in any order.

We recommend that you review all guidance in relation to apprenticeship delivery to help ensure you are ready to deliver apprenticeship training. The Becoming an Apprenticeship Training Provider webpage will direct you to the appropriate guidance.

All information and evidence provided must be specific to your organisation. You must not use any information or answers from another organisation's application to the APAR.

The Department for Education Work and Pensions (DWP) will use information:

- in the public domain to support the assessment of application answers
- already held about your organisation to support the assessment of application questions
- from your application to verify the people in control of your organisation.

This is defined in the Persons with Significant Control Regulations 2016.
You will need to allow at approximately 12 weeks for DWP to assess your application, it may take longer during busy periods.

Your organisation can only apply once in a 12-month period.

Before you make an application, you should understand that your organisation:

- must develop and deliver a quality apprenticeship as described by Skills England - GOV.UK
- will not be able to join the APAR until it completes all post application tasks - we will tell you more about this in the application (not for supporting providers)
- must follow the conditions of acceptance for the APAR

Once your organisation is listed on the Apprenticeship Provider and Assessment Register (APAR) it will be eligible to receive government funding to train apprentices.

Being on the APAR does not mean your organisation is recommended by DWP. It cannot use DWP as a 'kite-mark' or an award and will not have an identification number for the APAR.

What you'll need

Make sure your organisation has:

- a UK Provider Reference Number (UKPRN)
- an Information Commissioner's Office (ICO) registration number
- a UK business address

Applicants to the main provider or employer provider route must also have:

- been actively trading for at least 12 months and have financial information to support this.
- the ability to train apprentices in the first 6 months of joining the register.
- a management structure that has experience of developing and delivering training.

Applicants to the supporting provider route must also have:

- been actively trading for a minimum of 3 months and have financial information to support this.
- the ability to train apprentices in the first 6 months of joining the register.
- a management structure that has experience of developing and delivering training.

Applicants must not have an inadequate Ofsted grade for apprenticeships (or for overall effectiveness under its FE and skills remit where there is no separate apprenticeships grade) in their latest inspection report.

If you're a registered company, you should check that Companies House has the correct information for your company directors and people with significant control.

If you're a registered charity, you should check that The Charity Commission has the correct information for your trustees and people with significant control.

Depending on your organisation and provider route, you may need to know:

- who's in control of your organisation and their date(s) of birth
- your organisation's financial information
- if anyone who's in control of your organisation has any unspent criminal convictions
- how your organisation manages its relationship with employers and subcontractors
- who's in your organisations management hierarchy for apprenticeships
- the sectors your organisation will offer apprenticeships in
- how your organisation plans to deliver apprenticeship training
- who will deliver apprenticeship training, including any sector specific experience and qualifications they might have
- how your organisation will evaluate training

Depending on your organisation and provider route, you may need to upload:

- financial evidence covering the last 12 months
- a continuity plan for apprenticeship training
- an equality and diversity policy
- a safeguarding policy
- a Prevent duty policy
- a health and safety policy
- a complaints policy
- a contract for services template with employers
- a commitment statement template
- a policy for professional development of employees
- a copy of your management hierarchy's expectations for quality and high standards in apprenticeship training

Your organisation

Your application questions will depend on your organisation type and the provider route you take. The answers you give to questions will determine which further questions you need to answer.

All file uploads must be a PDF and smaller than 5MB.

Organisation details
What is your organisation's UK Provider Reference Number (UKPRN)?
Confirm your organisation's details.

A UKPRN is an 8-digit number from the UK Register of Learning Providers (UKRLP)
If you do not have a UKPRN, you will need to register with the UKRLP.

Does your organisation want to change its provider route? (Provider already on the APAR)

Choose your organisation's provider route:

Main provider
Your organisation will directly deliver training to apprentices for other organisations. While doing this, it can also train:

- its own employees
- employees of connected companies or charities
- act as a subcontractor for other main and employer providers

Employer provider

Your organisation will directly deliver training to its own employees.
While doing this, it can also train:

- employees of connected companies or charities
- act as a subcontractor for another employer or main provider

To be an employer provider, your organisation must be a levy-paying employer.

Supporting provider
Your organisation will act as a subcontractor for main and employer providers to train apprentices up to a maximum of £500,000 per year.

If your organisation is new on the register, it will be limited to £100,000 in its first year.

If you intend to claim less than £100,000 in each academic year as a subcontractor for main and employer-providers you may not need to be listed on APAR, please refer to the Apprenticeship Funding Rules for more details.

What is a connected company or charity?
A connected company is part of the same group and has the same ultimate parent company as your organisation.

A connected charity is part of the same group of charities and has a majority of the same controlling trustees as your organisation.

Is your organisation a levy-paying employer?

Conditions of acceptance

Do you agree to the conditions of acceptance to join the APAR?

Organisation information

Does your organisation have an ultimate parent company in the UK?
Your organisation will only have an ultimate parent company if it's part of a group.
An ultimate parent company sits at the top of your organisation's group and has the most responsibility.

Enter your organisation's UK ultimate parent company details.
If your UK ultimate parent company is a registered company or charity, please tell us their company or charity number.
If you're not sure of the number, you can search:

- the Companies House register (opens in a new window or tab)
- the Charity Commission's register (opens in a new window or tab)

What is your organisation’s Information Commissioner's Office (ICO) registration number?
This is an 8-digit registration number from the ICO data protection public register. Any organisation that processes personal data must have one.
If you’re not sure, search for your organisation on the ICO data protection register.
To get an ICO registration number, you’ll need to register with the ICO.

Does your organisation have a website?

Tell us who’s in control

Company:
Confirm who’s in control, these are details from Companies house

Charity:
Confirm your organisation’s trustees. these are details from the Charities commission for England and Wales

Enter the month and year of birth for trustees
For example, 12 1993

Sole trader/Partnership:
Tell us your organisation’s type

What is a sole trader or partnership?
A sole trader is someone who's self-employed and is the only owner of their business.
A partnership is when two or more people agree to share the profits, costs, and risks of running a business.

Sole trader:
What is [XXXX]’s month and year of birth?
For example, 12 1993

Partnership:
What is your organisation’s partner?
Your partner organisation can be an individual or an organisation

Enter the individual’s details/Enter the partner organisation’s name
Individuals detail: Name and month and year of birth, for example, 12 1993

Confirm your organisation’s partners.
Other:

Who is in control of your organisation?
This could be a:

- company director
- shareholder
- person with significant control
- person with decision making powers
- head of organisation
- trustee

Describe your organisation

What is your organisation?

- group training association
- public body
- apprenticeship training agency
- educational institute or university
- employer training apprentices in other organisations
- independent training provider
- rail franchise operator, licensed and acting on behalf of the Department for Transport

What type of educational institute is your organisation?

- academy
- further education institute
- general further education college
- higher education institute or university
- multi-academy trust
- national college
- school
- sixth form college

What type of school is your organisation?

- free school
- local education authority (LEA) school
- none of the above

Is your organisation already registered with DfE?

Is your organisation registered and receiving funding from DfE?

Is your organisation receiving funding from DfE?

What type of public body is your organisation?

- executive agency
- fire authority
- government department
- local authority
- NHS Trust
- non-departmental public body (NDPB)
- police

How would you describe your organisation?
Select all that apply.

- A public service mutual
- An organisation that's left the public sector but still delivers public services.
- A sheltered workshop
- An organisation that provides employment opportunities for people who are developmentally, physically, or mentally impaired.
- A small or medium enterprise (SME)
- As explained by the HMRC's International Manual.
- A third sector organisation
- An organisation that does voluntary or community work. For example, a charity.
- None of the above

How long has your organisation been actively trading?
Actively trading means your organisation has received income and has acquired expenses as a result of trade. This does not include set-up or start-up costs.

Experience and accreditation

Is your organisation funded by the Office for Students?

Does your organisation offer initial teacher training?
This means your organisation has been accredited by the Department for Education (DfE) to offer initial teacher training.

Find out more about initial teacher training.

Are the postgraduate and/or the undergraduate teaching apprenticeships the only apprenticeship programmes your organisation intends to deliver?

The postgraduate teaching apprenticeship is an employment-based initial teacher training route leading to qualified teacher status.

Has your organisation had an Ofsted inspection in further education and skills?

If you're not sure, check if your organisation has had an Ofsted inspection.

Has your organisation had a monitoring inspection, as a new provider, for apprenticeships in further education and skills?

Has your organisation had 2 consecutive monitoring inspections with the grade 'insufficient progress'?

Was the most recent monitoring inspection within the last 18 months?

Did your organisation get a grade for apprenticeships in this full Ofsted inspection?
If you're not sure, check your organisation's Ofsted inspection report.

What grade did your organisation get for apprenticeships in this full Ofsted inspection?
What grade did your organisation get for overall effectiveness in this full Ofsted inspection?
We'll check your organisation's Ofsted inspection report to confirm your answer.

- Outstanding
- Good
- Requires improvement
- Inadequate

Did your organisation get this grade within the last 3 years?
This is your last full inspection grade, not a grade received for a monitoring visit.

Has your organisation had a short Ofsted inspection within the last 3 years?

Has your organisation maintained the grade it got in its full Ofsted inspection in its short Ofsted inspection?

Has your organisation maintained funding from an education agency since its full Ofsted inspection?

If your organisation was inspected by Ofsted on or after 1 November 2025 under the new inspection grading system, please use the APAR application Contact us form for advice on how to complete this part of the application.

Subcontractor:
Has your organisation delivered apprenticeship training as a subcontractor in the last 12 months?

Upload a copy of a legally binding contract between your organisation and a main or employer provider
The contract must be:

- signed and dated by your organisation and a main or employer provider
- from the last 12 months

The file must be a PDF and smaller than 5MB.

Financial health assessment

Your organisation's financial evidence
Was your organisation's total annual turnover over £75 million for the last financial year?
You can find your organisation's total annual turnover on its:

- profit and loss statement
- income and expenditure account
- statement of financial activities

Does your organisation expect its funding from DfE to be less than 5% of its total annual turnover?
We'll check your organisation's financial statements to confirm your answer.
If your answer is incorrect, we may ask you to provide further financial information for your organisation.

Financial figures

Enter your organisation's total annual turnover for the latest reported financial
You can find this on your organisation's profit and loss statement, income and expenditure account or statement of financial activities.

Enter your organisation's total depreciation and amortisation charges for the latest reported financial year
You can find this on your organisation's operating profit note to the accounts. You'll need to add up the depreciation and amortisation items under what would normally be 'note 2' and enter the total figure

Enter your organisation's profit or loss for the latest reported financial year
Profit or loss is the net amount earned after tax.
You can find this on your organisation's profit and loss statement. - for companies
You can find this under net profit in your organisation accounts. – for sole traders
You can find this under net profit or net movement in funds in your organisation's accounts. - for Charities
You can find this under your organisation's 'profit and loss statement' or under 'net profit' or 'net movement in funds' in its accounts. - for companies and charities

Enter your organisation's total dividends for the latest reported financial year
You can find this on your organisation's notes to the accounts. It may also be displayed

in the calculation of shareholder funds or net assets or on a statement of changes in equity

Enter your organisation's total dividends for the latest reported financial year
You can find this on your organisation's 'notes to the accounts', it may also be displayed in the calculation of shareholder funds / net assets or on a statement of changes in equity.

Enter your organisation's total current assets for the latest reported financial year
You can find this on your organisation's 'balance sheet', it may be a combination of trade debtors, amounts due from group undertakings and cash

Enter your organisation's total current liabilities for the latest reported financial year
You can find this on your organisation's 'balance sheet' under 'creditors: amount falling due within one year'. If your current liabilities include other creditors, you must supply a breakdown of these creditors as 'other creditors' is not an acceptable classification.

Enter your organisation's total borrowings for the latest reported financial year
You will need to add up a total of:

- bank overdraft
- loans
- amounts owed to directors - including director loans and director accounts
- amounts owed to subsidiaries - if your organisation is part of a group
- amounts due under finance leases or hire purchase contracts
- additional borrowings not listed above, please refer to the financial health policy regarding other creditors.

Enter your organisation's net assets for the latest reported financial year
You can find this on your organisation's 'balance sheet' under 'the sum of all assets less all liabilities'. - companies & charities
You can find this on your organisation's 'balance sheet' under 'the capital account balance'. - sole traders and partnerships

Enter your organisation's total intangible assets for the latest reported financial year
You can find this on your organisation's 'balance sheet' under 'fixed assets' or 'goodwill'.

Enter your organisation's average number of Full Time Equivalent Employees (FTE) for the last financial year.

Financial statement uploads must not be abbreviated, filleted or accounts for a micro entity.

If applicable, financial statements should be signed and filed with Companies House or the Charity Commission of England and Wales, Scottish Charities Regulator, or other regulatory body.

You can upload a maximum of 4 files.
Each file must be a PDF and smaller than 5MB.

Has your organisation produced its latest full financial statements covering a minimum of 12 months?

Upload your organisation's latest full financial statements covering a minimum of 12 months.
Financial statements must include:

- balance sheet - showing the value of everything your organisation owns, owes, and is owed on the last day of the financial year
- profit and loss account - showing your organisation's sales, running costs and profit or loss it made over the financial year
- detailed notes about the accounts
- breakdown of creditors, other creditors, and borrowings

Has your organisation produced financial statements covering any period within the last 12 months?
You'll need to upload your organisation's:

- financial statements covering any period within the last 12 months
- management accounts covering the remaining period to date

Your management accounts must start from the date your financial statements end.
For example, if your financial statements end on 31 January, your management accounts must start on 1 February.

Upload your organisation's financial statements covering any period within the last 12 months
Financial statements must include:

- a balance sheet - showing the value of everything your organisation owns, owes, and is owed
- a profit and loss account - showing your organisation's sales, running costs and profit or loss it's made
- detailed notes about the accounts
- a breakdown of creditors, other creditors, and borrowings

Upload your organisation's management accounts covering the remaining period to date
Management accounts must include:

- a balance sheet - showing the value of everything your organisation owns, owes, and is owed
- a cash flow statement
- a profit and loss account - showing your organisation's sales, running costs and profit or loss it's made
- detailed notes about any assumptions made

Has your organisation produced full management accounts covering the last 12 months?

Upload your organisation's full management accounts for the last 12 months

Upload your organisation's management accounts showing between 6 to 12 months of actual trading activity.

Upload your organisation's financial projections covering the remaining period
Financial projections must include:

- a balance sheet - showing a forecast of everything your organisation will own, owe, and be owed
- a profit and loss account - showing a forecast of your organisation's sales, running costs and the profit or loss
- detailed notes about the accounts
- a breakdown of creditors, other creditors, and borrowings

Who prepared the answers and uploads in this section?
Select all that apply.

- An employee in your organisation
- An accountant or auditor
- A paid consultant
- Another third party

What's the accounting reference date for the financial information you are submitting?

How long is the accounting period for the financial information you are submitting?
Your accounting period will be between 1 and 23 months.

Your UK ultimate parent company's financial evidence
Does your UK ultimate parent company have consolidated financial statements?

Upload your UK ultimate parent company's consolidated financial statements
Consolidated financial statements must include:

- a balance sheet - showing the value of everything your organisation owns, owes, and is owed on the last day of the financial year
- a cash flow statement
- an income statement

Does your UK ultimate parent company have other subsidiary companies?
Subsidiary companies must not be dormant.

Upload a financial statement for all your UK ultimate parent company's subsidiary companies
Subsidiary companies must not be dormant.

Financial statements must include:

- a balance sheet - balance sheet, showing the value of everything your active subsidiaries own, owes, and are owed on the last day of the financial year
- a profit and loss account - showing your organisation’s sales, running costs and profit or loss it made over the financial year
- detailed notes about the accounts
- a breakdown of creditors, other creditors, and borrowings

Upload your UK ultimate parent company’s full financial statements covering the last 12 months
Financial statements must include:

- a balance sheet - showing the value of everything your organisation owns, owes, and is owed on the last day of the financial year
- a profit and loss account - showing your organisation’s sales, running costs and profit or loss it made over the financial year
- detailed notes about the accounts
- a breakdown of creditors, other creditors, and borrowings

Criminal and compliance checks

Does your organisation have any composition with creditors? (500 words max)
Composition with creditors is an agreement between a debtor and its creditors where all the creditors agree to accept less than the original amount of debt due to them in full satisfaction of their claim.
Yes:
Give us more information
You’ll need to include:

- a brief summary of the agreement
- how your organisation will settle the debt

- the date of when the debt will be fully paid off

Further information
Section 4.4.1 of the DfE Funding higher risk organisations and subcontractors policy:
A Provider will be considered to be a High Risk Provider and the DfE will take action where it, any of the directors, shadow directors, trustees or any person who is a member of the administrative, management or supervisory body of the Provider or who has powers of representation, decision, influence, management, or control of the Provider organisation including through a blind trust, a connected party, a partner organisation or a parent organisation:

I. is bankrupt or is the subject of insolvency or winding-up proceedings, where its assets are being administered by a liquidator or by the court or where it is in an arrangement with creditors.

Has your organisation failed to pay back funds in the last 3 years? (500 words max)
Tell us if your organisation has failed to repay £50,000 or more:

- to DfE or any other public body
- under a subcontract to deliver education and training services funded by DfE

Yes:
Give us more information
You'll need to include:

- why your organisation failed to repay funding
- which public body was involved
- if any actions were taken to resolve this

Has your organisation had a contract terminated early by a public body in the last 3 years? (500 words max)
Yes:
Give us more information
You'll need to include:

- a brief summary of why the contract was terminated
- which public body was involved
- if any actions were taken to resolve this

Further information
Section 5.1.1 of the DfE Funding higher risk organisations and subcontractors policy.
The provider:
II. Has previously had, in relation to any DfE (and/or EFA or SFA) monies, a contract for services, a grant funding agreement or an apprenticeship agreement with the DfE terminated as a consequence of falling within one or more of the criteria specified in this policy and has not been able to present sufficient evidence such that the DfE can be satisfied that there would be no risk to public funds, were funding provided.

Has your organisation withdrawn from a contract with a public body in the last 3 years? (500 words max)

Yes:
Give us more information
You'll need to include:

- a brief summary of why your organisation withdrew from a contract
- which public body was involved
- if any actions were taken to resolve this

Has your organisation been removed from the Register of Training Organisations (RoTO) in the last 3 years? (500 words max)
Yes:
Give us more information
You'll need to include a brief summary of why your organisation was removed.

Has your organisation had funding removed from any education bodies in the last 3 years? (500 words max)
This only includes funds removed by:

- the Higher Education Funding Council for England (HEFCE)
- the Office for Students (OfS)

Yes:
Give us more information
You'll need to include:

- a brief summary of why funding was removed
- if any actions were taken to resolve this

Has your organisation been removed from any professional or trade registers in the last 3 years? (500 words max)
Yes:
Give us more information
You'll need to include:

- a brief summary of why your organisation was removed
- if any actions were taken to resolve this

Has your organisation had involuntary withdrawal from Initial Teacher Training accreditation in the last 3 years? (500 words max)
Yes:
Give us more information
You'll need to include a brief summary of why your organisation was withdrawn involuntarily.

Has your organisation been removed from any charity register? (500 words max)
This includes being removed from:

- the Charity Commission for England and Wales
- the Charity Commission for Northern Ireland
- the Office of the Scottish Charity Regulator

Yes:
Give us more information
You'll need to include a brief summary of why your organisation was removed.

Has your organisation been investigated due to safeguarding issues in the last 3 months? (500 words max)
Yes:
Give us more information
You'll need to include:

- what the issues were
- who was involved
- if any actions were taken to resolve this

Is your organisation currently, or within the last 5 years, been subject to an investigation by the DfE/DWP or other public body or regulator? (500 words max)
Yes:
Give us more information
You'll need to include:

- what the issues were
- who was involved
- if any actions were taken to resolve this

Has your organisation or any of its partner organisations been subject to insolvency or winding up proceedings in the last 3 years? (500 words max)
This applies to any of its current or historical partner organisations or organisations at which your directors have held directorships.

A partner organisation is an organisation who either:

- shares the same UK ultimate parent company as your organisation - so they are part of the same group
- has a legal contract with your organisation to deliver training

Yes:
Give us more information
You'll need to include:

- names of the other organisations
- a brief summary of why this happened - including relevant dates
- outstanding judgements or legal proceedings

Further information
Section 4.4.1 of the DfE Funding higher risk organisations and subcontractors policy:
A provider will be considered to be a high risk provider and the DfE will take action where it, any of the directors, shadow directors, trustees or any person who is a member of the administrative, management or supervisory body of the provider or who has powers of representation, decision, influence, management, or control of the Provider organisation including through a blind trust, a connected party, a partner organisation or a parent

organisation:

I. is bankrupt or is the subject of insolvency or winding-up proceedings, where its assets are being administered by a liquidator or by the court or where it is in an arrangement with creditors.
II. Have been served with a Public Interest Winding Up petition under section 124A of the Insolvency Act 1986.

Checks on who's in control of your organisation

People in control of your organisation include:
Directors, shadow directors, trustees or any person who is a member of the administrative management or supervisory body of the provider or who has powers of representation, decision, influence, management, or control of the provider organisation including through a blind trust, a connected party, a partner organisation, or a parent organisation.

Shadow Director: A shadow director is a person, although not officially appointed to the Board of Directors, who controls or influences the management of the company and in accordance with whose directions or instructions the Directors of a company are accustomed to act

Blind Trust: A blind trust is a trust in which the trust beneficiaries have no knowledge of the holdings of the trust, and no right to intervene in their handling. In a blind trust, the trustees (fiduciaries, or those who have been given power of attorney) have full discretion over the assets. Blind trusts might be used where the trust creator wishes for the DWP to be unaware of the persons in a position of influence/control.

Connected Party: A connected party is persons who deal with each other otherwise than at arm's length. Examples include members of the same family, companies within the same group, trusts and trustees, companies and their shareholders, partners, and their families.
Persons are considered connected with the Provider or its directors or its persons discharging managerial positions if they are a member of the director's family. A company is connected with a director if the director (and persons connected to them) is interested in 20% or more of the equity share capital of the company or can exercise more than 20% of the voting power.

Does anyone who's in control of your organisation have any unspent criminal convictions? /Do you have any unspent criminal convictions? (sole traders) (500 words max)
An unspent criminal conviction has an outstanding sentence and is shown on a criminal record check.
Find out more about unspent criminal convictions in the Rehabilitation of Offenders Act 1974.
Yes:

Give us more information
You'll need to include:

- a brief summary of the conviction
- full names of who the conviction is for (Not needed for sole traders)
- conviction dates including any time spent
- outstanding judgements or legal proceedings
- any actions your organisation has taken in relation to the conviction

Serious crimes
This is covered under sections 44 to 46 of the Serious Crime Act 2007 and section 71 of the Coroners and Justice Act 2009.

Criminal conduct
This is covered under section 93A, 93B or 93C of the Criminal Justice Act 1988 and article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996.
An offence in connection with taxation is covered under section 71 of the Criminal Justice Act 1993.
A director disqualification order under the Company Directors Disqualification Act 1986.
A criminal offence under the Health and Safety at Work Act 1974.

Conspiracy
This is covered under section 1 or 1A of the Criminal Law Act 1977 and article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983.

Money laundering
This is covered under section 340(11) and 415 of the Proceeds of Crime Act 2002

Asylum and immigration offences
This is covered under section 4 of the Asylum and Immigration (Treatment of Claimants etc) Act 2004.
An offence under sections 15, 21 and 22 of the Immigration and Asylum Act 2006.
An offence under sections 34, 35, 36, 37 and 38 of the Immigration Act 2016.

Sexual offences
This is covered under section 59A of the Sexual Offences Act 2003.
Any offence of viewing, taking, making, possessing, or publishing indecent images of a child that leads to imprisonment.

Drug trafficking
This is covered under drug trafficking in section 49, 50 and 51 of the Drug Trafficking Act 1994.

Terrorism
This is covered under section 41 and schedule 2 of the Counter Terrorism Act 2008.

Fraud

This is covered under the common law offence of conspiracy to defraud and section 2, 3, 4, 6 and 7 of the Fraud Act 2006.
Fraudulent trading is covered under section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006.
Fraudulent evasion is covered under section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994.
Fraudulent activity as defined by Article 1 of the Convention on the protection of the financial interests of the European communities.
The common law offence of cheating the revenue.

Theft
This is covered under the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978.

Corruption
This is covered under section 1(2) of the Public Bodies Corrupt Practices Act 1889 and section 1 of the Prevention of Corruption Act 1906.

Bribery
This is covered under the common law offence of bribery and section 1, 2, or 6 of the Bribery Act 2010 or section 113 of the
Representation of the People Act 1983.

Insolvency
This is covered under sections 6A, 206 to 211,251 and 353 to 360 of the Insolvency Act 1986.

Accounting offences
This is covered under sections 386, 387, 388, and 389 of the Companies Act 2006.

Discrimination and prejudice
This includes offences of hate and intolerance relating to race, religion or sexual orientation that leads to imprisonment.

Public Contracts offences
This is covered by point 1n and 2 of Article 57(1) of The Public Contracts Regulations 2015
Mandatory and discretionary exclusions covered in points 3, 4 and 5 of Article 57(1) of The Public Contracts Regulations 2015

Has anyone who's in control of your organisation failed to pay back funds in the last 3 years? /Have you failed to pay back funds in the last 3 years? (500 words max)

Tell us if anyone who's in control has failed to:

- repay £50,000 or more to DWP/DfE or any other public body

- follow the conditions of funding under DWP/DfE funding agreements or sub-contracts

Yes:
Give us more information
You'll need to include:

- full names of who this was - (Not needed for sole traders)
- which public body was involved
- if any actions were taken to resolve this

Has anyone who's in control of your organisation been investigated for fraud or irregularities in the last 3 years? /Have you been investigated for fraud or irregularities in the last 3 years? (500 words max)
Yes:
Give us more information
You'll need to include:

- full names of who this was (not needed for sole traders)
- what the investigation was
- the outcome of the investigation
- if any actions were taken to resolve this

Does anyone who's in control of your organisation have any ongoing investigations for fraud or irregularities? /Do you have any ongoing investigations for fraud or irregularities? (500 words max)
Yes:
Give us more information
You'll need to include:

- full names of who this is (not needed for sole traders)
- what the investigation is
- any relevant dates

Has anyone who's in control of your organisation had a contract terminated by a public body in the last 3 years? /Have you had a contract terminated by a public body in the last 3 years? (500 words max)
Yes:
Give us more information
You'll need to include:

- full names of who this was (not needed for sole traders)
- which public body was involved
- if any actions were taken to resolve this

Further information
Section 5.1.1 of the DfE Funding higher risk organisations and subcontractors policy:
The provider:
III. Has a director, shadow director, person in control or with powers of representation, influence or management which has held or holds an equivalent or reasonably comparable position in another Provider/organisation which has had (in relation to any

DfE monies) a contract for services, a grant funding agreement, or an apprenticeship agreement with the DfE terminated early for one or more of the criteria specified in this policy.

Has anyone who's in control of your organisation withdrawn from a contract with a public body in the last 3 years? / Have you withdrawn from a contract with a public body in the last 3 years? (500 words max)
Yes:
Give us more information
You'll need to include:

- full names of who this was (not needed for sole traders)
- which public body was involved
- if any actions were taken to resolve this

Has anyone who's in control of your organisation breached tax payments or social security contributions in the last 3 years? / Have you breached tax payments or social security contributions in the last 3 years? (500 words max)
Yes:
Give us more information
You'll need to include:

- full names of who this was (not needed for sole traders)
- what the breach related to
- if any actions were taken to resolve this

Is anyone who's in control of your organisation on the Register of Removed Trustees? / Are you on the Register of Removed Trustees? (500 words max)

Has anyone who's in control of your organisation or any of its partner organisations been made bankrupt in the last 3 years? / Have you or anyone who's in control of your partner organisations been made bankrupt in the last 3 years? (500 words max)
Yes:
Give us more information
You'll need to include:

- full names of who this was (not needed for sole traders)
- why they were removed (sole trader: why were you removed)
- if any actions were taken to resolve this

Further information
Section 4.4.1 of the DfE Funding higher risk organisations and subcontractors policy:
A provider will be considered to be a high risk provider and the DfE will take action where it, any of the directors, shadow directors, trustees or any person who is a member of the administrative, management or supervisory body of the provider or who has powers of representation, decision, influence, management, or control of the provider organisation including through a blind trust, a partner organisation or a parent organisation:
I. Is bankrupt or is the subject of insolvency or winding-up proceedings, where its assets are being administered by a liquidator or by the court or where it is in an arrangement

with creditors.
II. Have been served with a Public Interest Winding Up petition under section 124A of the Insolvency Act 1986.

Has anyone who's in control of your organisation, or any of its partner organisations, been subject to a prohibition order from the Teaching Regulation Agency on behalf of the Secretary of State for Education? / Have you been subject to a prohibition order from the Teaching Regulation Agency on behalf of the Secretary of State for Education? (500 words max)
Yes:
Give us more information
You'll need to include:

- full names of who this was
- why they were subject to prohibition order
- if any actions were taken to resolve this

A partner organisation either:
shares the same UK ultimate parent company as your organisation, so they are part of the same group
has a legal contract with your organisation to deliver training

Further information
This is covered in section 5.1.1 of the DfE Funding higher risk organisations and subcontractors policy:
The provider:
XIII. Has a director, shadow director, person in control or with powers of representation, influence or management who is subject to a prohibition order from the Teaching Regulation Agency on behalf of the Secretary of State for Education.

Has anyone who's in control of your organisation, or any of its partner organisations, been subject to a ban from management or governance of schools? /Have you been subject to a ban from management or governance of schools? (500 words max)
Yes:
Give us more information
You'll need to include:

- full names of who this was
- why they were subject to a ban
- if any actions were taken to resolve this

A partner organisation is an organisation who either:

- shares the same UK ultimate parent company as your organisation - so they are part of the same group
- has a legal contract with your organisation to deliver training

Further information
This is covered in section 128 of the Education and skills act 2008

Section 5.1.1 of the DfE Funding higher risk organisations and subcontractors policy:
The provider:
V. Has a director, shadow director, person in control or with powers of representation, influence or management who is subject to a ban under s.128 of the Education and Skills Act.

Protecting your apprentices

All policies and processes must be specific to your organisation, apprentices, and trainers. They must also be signed by a senior employee, for example: a director or CEO. We will not accept policies or processes that are generic or taken from a third party.

Continuity plan for apprenticeship training

Upload your organisation's continuity plan for apprenticeship training
A continuity plan for apprenticeship training shows how your organisation will continue to deliver in case of a significant event.

This must include how your organisation will:

- have different methods of communication
- manage transportation needs
- provide different operating locations (if needed)
- back-up relevant business systems
- back-up and restore data
- have a list of emergency contact numbers, DWP/DfE must be listed
- support apprentices if you can no longer deliver training
- ensure ongoing access to apprentices' learning resources and portfolios
- review this plan annually

Your continuity plan must include your last review date.

Equality and diversity policy

Upload your organisation's equality and diversity policy
This must include how your organisation will:

- promote the policy
- get engagement towards the policy
- train its employees in implementing the policy
- consider the policy when recruiting, delivering apprenticeship training, and working with employers and apprentices
- review this policy annually

Your equality and diversity policy must include your last review date.

Safeguarding and Prevent duty policy

Upload your organisation's safeguarding policy
This must include how your organisation will:

- promote the policy
- get commitment to the policy
- train its employees in implementing the policy
- protect its apprentices
- prevent abuse towards its apprentices
- have a way of raising, recording, and investigating concerns
- have a way of apprentices getting support or guidance
- monitor its IT usage
- review this policy annually

Your safeguarding and Prevent duty policy must include your last review date.

Find out more about safeguarding in the Care Act 2014.

Tell us who has overall responsibility for safeguarding in your organisation
This must be someone who has the overall responsibility, relevant knowledge and skills to manage safeguarding concerns.
We'll only contact them if there is a safeguarding concern.

Does your organisation's safeguarding policy include its responsibilities towards the Prevent duty?
This means your organisation's safeguarding policy includes how it will:

- have a legal responsibility to fulfil the prevent duty statement
- protect apprentices and employees from radicalising influences
- ensure apprentices and employees are resilient to extreme narratives
- identify changes in behaviour of apprentices and employees
- deal with any issues raised by apprentices or employees

Find out about the Prevent duty.

Upload your organisation's Prevent duty policy
This can be your Prevent risk assessment and action plan.

This must include how your organisation will:

- promote the policy
- get commitment to the policy
- train employees in implementing the policy

- have a legal responsibility to fulfil the prevent duty statement
- protect apprentices and employees from radicalising influences
- ensure apprentices and employees are resilient to extreme narratives
- identify changes in behaviour of apprentices and employees
- deal with any issues raised by apprentices or employees
- review this policy or plan annually

Your Prevent duty policy or plan must include your last review date.

Health and safety policy

Upload your organisation's health and safety policy
This must include how your organisation will:

- promote the policy
- get commitment to the policy
- train its employees in implementing the policy
- cover apprentices in its care
- have people who are responsible for health and safety
- identify and manage health and safety concerns
- have a procedure for accidents or ill health of apprentices
- review this policy annually

Your health and safety policy must include your last review date.

Tell us who has overall responsibility for health and safety in your organisation
This can be an individual or another organisation who has overall responsibility, relevant knowledge and skills to manage health and safety concerns.
We'll only contact them if there is a health and safety concern.

Acting as a subcontractor

When acting as a subcontractor, will your organisation follow its lead provider's policies and plans?
Your organisation has an obligation to follow its lead provider's policies and plans if asked by them.

If you do not currently plan to act as a subcontractor, please confirm you understand your obligation in case you choose to subcontract in the future.

Readiness to engage

Engaging with employers

Has your organisation engaged with employers to deliver apprenticeship training to their employees?

Who have you engaged with? (275 words max)

How will your organisation manage its relationship with employers? (275 words max)
Your answer must include how your organisation will:

- continuously monitor and improve employer engagement
- regularly review feedback from employers
- manage concerns and issues raised by employers
- manage communication with employers

Tell us who's responsible for managing relationships with employers
This must be someone who has the overall responsibility and can make decisions independently.
We'll only contact them if there is a concern.

How will your organisation promote apprenticeships to employers? (275 words max)
For example, through find apprenticeship training (FAT), National Careers Services or other national branding.

Complaints policy

Upload your organisation's complaints policy
This must include:

- what a complaint is
- how to raise a complaint
- how long it takes for a complaint to be resolved

Enter the website link for your organisation's complaints policy
The complaints policy must be published on your organisation's website and be available to apprentices and employers.

Contract for services template with employers

Upload your organisation's contract for services template with employers
A contract for services is a signed and dated written agreement between your organisation and an employer. It's only used where an apprenticeship is funded from the employer's apprenticeship service account.
The template must include a section for your organisation to add the services it will provide.

Commitment statement or Training plan template

Upload your organisation's commitment statement or Training plan template
Your organisation can use DfE's apprenticeship training plan, use one from a third party or create its own.

It must include:

- the planned content and schedule for training
- what is expected and offered by the employer, the training organisation, and the apprentice
- a section for the employer, apprentice, and training organisation to sign
- how this will be communicated to users throughout their journey

Prior learning of apprentices

What is your organisation's process for initial assessments to recognise prior learning? (275 words max)
Your answer must include how your organisation will:

- review personal learning records
- review relevant education (including training, qualifications and work experience already achieved)
- identify and analyse skill gaps
- use apprenticeships to address any skill gaps

Find out more about initial assessments.

English and maths assessments

What is your organisation's process to assess English and maths qualifications for apprentices? (275 words max)
Your answer must include how your organisation will:

- review existing English and maths qualifications
- measure these qualifications against entry level requirements for apprenticeships
- identify and analyse any learning gaps
- identify no further learning requirements for English and maths

How will you deliver the assessments in English and maths?

- Digitally
- Paper based
- Both
- Not decided (new providers only)

Where will you deliver the assessments in English and maths?

- Digital workplace assessment
- Paper-based workplace assessment
- Training centre
- Remote venue
- Not decided yet (new providers only)

How will you continue to deliver English and maths training and assessments if there's a significant event? (275 words max)

Your answer must include how your organisation will:

- continue to deliver training and assessments without delays
- provide a different location, if needed
- manage transportation needs
- use different methods of communication
- have a list of emergency contacts numbers, DWP/DfE must be listed

Working with subcontractors

Does your organisation expect to use subcontractors in the first 12 months of joining the APAR?
This includes using subcontractors for any part of apprenticeship training.

A main or employer provider with written confirmation from DWP/DfE that they have achieved the subcontracting standard can use a subcontractor that is not on the published APAR but who will deliver less than £100,000 of apprenticeship training and on programme assessment under contract across all main providers and employer providers between 1 August and 31 July each year. All subcontractors must be included on the main / employer provider subcontractor declaration returns.

How will your organisation carry out due diligence on its subcontractors?
Your answer must include how your organisation will:

- ensure extremist organisations are not funded
- ensure its commitments to DfE are maintained through subcontractor delivery
- manage and monitor subcontractors to ensure they deliver high quality training
- manage subcontracting agreements including capacity and capability risks
- assess the financial health of its subcontractors

Planning apprenticeship training

Type of apprenticeship training

What type of apprenticeship training will your organisation offer?
Apprenticeship frameworks were replaced by apprenticeship standards on 1 August 2020.
Existing apprentices on frameworks will still be able to complete the framework, providing they started on or before 31 July 2020.

Select all that apply. (Main and employer providers)

- Apprenticeship standards
- Apprenticeship frameworks

Select all that apply. (Supporting providers)

- Full apprenticeship standards

- Full apprenticeship frameworks
- Part apprenticeship standards
- Part apprenticeship frameworks
- Functional skills

Tell us how your organisation is ready to deliver training in apprenticeship standards (275 words max)
You must include how your organisation has:

- commitment and approval from senior managers to deliver apprenticeship standards
- a governance group in place to monitor delivery
- an implementation plan specific to apprenticeship training
- resources that support the delivery of apprenticeship standards

Offering apprenticeship frameworks - Does your organisation have a plan to transition from apprenticeship frameworks to apprenticeship standards?
Apprenticeship frameworks were replaced by apprenticeship standards on 1 August 2020.

Existing apprentices on frameworks will still be able to complete the framework, providing they started on or before 31 July 2020.

How will your organisation transition from apprenticeship frameworks to apprenticeship standards? (275 words max)
Your answer must include how your organisation will:

- get commitment and approval from senior managers to deliver apprenticeship standards
- have a governance group in place to monitor delivery of training
- have an implementation plan specific to apprenticeship training
- have resources that support the delivery of apprenticeship standards

Your answer must also include:

- when your organisation will transition from frameworks to standards
- what sectors you're delivering frameworks in

Why will your organisation only deliver apprenticeship frameworks? (275 words max)
Your answer must include:

- a brief summary of why your organisation does not have a plan to transition to apprenticeship standards
- what sectors you're delivering frameworks in

How will your organisation engage with apprenticeship assessment organisations (AOs)?

(275 words max)
Your answer must include how your organisation will:

- find AOs for relevant apprenticeship standards
- contact AOs
- engage employers in the process of choosing an AO
- confirm a contract or service agreement with AOs
- engage AOs throughout the apprenticeship journey
- ensure the AO is suitable; by including what information you will ask from them
- ensure apprenticeship assessments are booked within the timescales published in the apprenticeship funding rules

How does your organisation plan to engage and work with awarding bodies? (275 words max)
Your answer must include how your organisation will:

- find awarding bodies for relevant apprenticeship frameworks
- contact awarding bodies
- get relevant information from awarding bodies
- engage employers in the process of choosing an awarding body
- confirm a contract or service agreement with awarding bodies
- ensure the awarding body is suitable; by including what information you will ask from them

Training apprentices

How will your organisation train its apprentices?

- In your organisation
- In connected companies or charities
- In your organisation and connected companies or charities

Supporting apprentices

How will your organisation ensure apprentices are supported during their apprenticeship training? (275 words max)
Your answer must include how your organisation will:

- have the right people in place to support apprentices
- regularly check apprentice progress
- financially support apprentices - for example, arranging funding for equipment
- actively seek and act on apprentice feedback to ensure the programme meets each apprentice's needs and informs continuous improvement that can be evidenced

How will your organisation support its apprentices?

- Through a mentor
- Through coaching

- Access to a support network
- Access to a support group
- Other

What other ways will your organisation use to support its apprentices? (275 words max)

Forecasting starts

How many starts does your organisation forecast in the first 12 months of joining the APAR?

- 1 to 49
- 50 to 99
- 100 to 149
- 150 to 249
- 250 or more

When will your organisation be ready to deliver training against this forecast?

- Within the first 3 months of joining APAR
- Between the first 3 to 6 months of joining APAR

Will your organisation recruit new staff to deliver training against these forecasts?

What is the typical ratio of the staff who deliver training to the apprentices?

- One trainer between 10 or less apprentices
- One trainer between 11 to 29 apprentices
- One trainer between 30 to 49 apprentices
- One trainer between 50 or more apprentices

How does your proposed staff to learner ratio offer quality support to your apprentices? (275 words max)

Your answer must include how:

- you are making sure each apprentice is challenged
- your delivery method is appropriate for your ratio
- you deliver individual support based on your ratio
- you would continue to deliver the same level of quality apprentice experience if your ratio changes
- you agree on time spent on remote support vs face to face

Off the job training

What teaching methods will your organisation use to deliver the minimum required off the job training?
Select all that apply.

- Distance learning - training delivered remotely for example, e-learning or webinars
- Self-directed distance learning - where the apprentice works alone with online

material
- Learning support and written assignments
- Practical training - for example, shadowing, mentoring or industry visits
- Teaching of theory - for example, lectures, role-play, or simulation exercises

Find out more about apprenticeship off the job training.

How will your organisation ensure the minimum required off the job training is relevant to the specific apprenticeship being delivered? (750 words max)
Your answer must include how your organisation will:

- use technical and theoretical elements of the apprenticeship to decide the best training method
- ensure training methods suit the employers and apprentices' circumstances
- work with employers to define a delivery plan
- ensure its delivery plan is flexible and meets employers and apprentices needs
- choose the right time for off the job training - the apprentice must have had sufficient time to gain the right knowledge and skills before starting off the job training
- get feedback from the apprentice and how it's used

Where apprentices will be trained

Where will your apprentices be trained?
This must be your organisation's main training location.
We will use this address for visits including an early monitoring visit.

Delivering apprenticeship training

Overall accountability for apprenticeships

Tell us who has overall accountability for apprenticeships in your organisation
Name, email, contact number.
This must be someone who's accountable for the overall management and governance of apprenticeships.
We will contact them for all apprenticeship related concerns, issues or queries after your organisation joins the APAR.

Is this person part of another organisation that receives funding directly from DWP/DfE or as a subcontractor?
Tell us which of these organisations receive funding directly from DWP/DfE or as a subcontractor. Include the UKPRN if they have one and how many years they have been with the organisations.

Management hierarchy for apprenticeships

Who is in your organisation's management hierarchy for apprenticeships?
Name, job role, time in role, month and year of birth for example 12 1993, email, contact number

Your organisation's management hierarchy includes:

Shadow directors and any person who is a member of the administrative management or supervisory body of the provider or who has powers of representation, decision, influence, management, or control of the provider organisation including through a blind trust, a connected party, a partner organisation, or a parent organisation.

Is this person part of another organisation that receives funding directly from DWP/DfE or as a subcontractor?
Tell us which of these organisations receive funding directly from DWP/DfE or as a subcontractor. Include the UKPRN if they have one and how many years they have been with the organisations.

Quality and high standards in apprenticeship training

Upload your management hierarchy's expectations for quality and high standards in apprenticeship training
Your management hierarchy's expectations may also be known as your organisation's mission statement, vision statement or set of principles.

Tell us how these expectations for quality and high standards in apprenticeship training are monitored and evaluated (275 words max)
Your answer must include how they're:

- reviewed and monitored
- reflected in developing and delivering apprenticeship training programmes
- measured through key performance indicators for the outcomes of apprentices
- used to benchmark apprenticeship training delivery against industry leaders

Tell us who's responsible for maintaining these expectations for quality and high standards in apprenticeship training

How are these expectations for quality and high standards in apprenticeship training communicated to employees? (275 words max)
Your answer must include how these expectations are:

- transparent and available to all employees
- communicated throughout your organisation - for example through training or official policies
- maintained and what feedback mechanisms your organisation has for employees

Developing and delivering training

Does your organisation have a team responsible for developing and delivering training?
Training includes things like:

- training of technical skills
- apprenticeships
- work based training
- commercial training

Who has the team worked with to develop and deliver training?

- Other organisations
- Employers - to deliver training to their employees
- Both other organisations and employers
- No one yet

Does your organisation have someone responsible for developing and delivering training?
This person is you if you're the only person in your organisation.

Training includes things like:

- training of technical skills
- apprenticeships
- work based training
- commercial training

Who has this person worked with to develop and deliver training?
Your answer must include how:

- training and sector needs were identified
- training was determined for the right solution
- learning objectives were identified and measured
- training was developed from learning objectives
- learning objectives will be delivered to apprentices

How has the team worked with employers to develop and deliver training? /How has this person worked with employers to develop and deliver training? (275 words max)
Your answer must include how:

- training needs were identified
- training was determined for the right solution
- learning objectives were identified and measured
- training was developed from learning objectives
- learning objectives will be delivered to apprentices

How has the team worked with other organisations to develop and deliver training? /How has this person worked with other organisations to develop and deliver training? (275 words max)
Your answer must include how:

- training needs were identified
- training was determined for the right solution
- learning objectives were identified and measured
- training was developed from learning objectives
- learning objectives will be delivered to apprentices

How has the team worked with other organisations and employers to develop and deliver training? /How has this person worked with other organisations and employers to develop and deliver training? (275 words max)
Your answer must include how:

- training needs were identified
- training was determined for the right solution
- learning objectives were identified and measured
- training was developed from learning objectives
- learning objectives will be delivered to apprentices

Tell us who's the overall manager for this team
This must be someone who is accountable for the team responsible for developing and delivering training.

How much experience do they have in developing and delivering training?

This experience can be from either:

- your organisation
- previous employment
- Less than 9 months
- Between 9 to 18 months
- Over 18 months

Sectors and employee experience

Your sectors and employees
What sectors will your organisation offer apprenticeship training in?
We'll ask you who the most experienced employee is in your selected sectors including any sector specific qualifications they may have.

Select all that apply.

- Agriculture, environmental and animal care

- Business and administration
- Care services
- Catering and hospitality
- Construction
- Creative and design
- Digital
- Education and childcare
- Engineering and manufacturing
- Hair and beauty
- Health and science
- Legal, finance and accounting
- Protective services
- Sales, marketing, and procurement
- Transport and logistics

What standards do you intend to offer within the [XXX] sector?
List the names of all the standards you intend to deliver.

How many starts does your organisation forecast in the '[XXX]' sector in the first 12 months of joining the APAR?

How many employees will deliver training in the '[XXX]' sector?

Employee experience questions will be asked for all sectors chosen

Who's the most experienced employee in the '[XXX]' sector?
Name, job role, time in role, month and year of birth - example 12 1993, email, contact number

Is this person part of another organisation that receives funding directly from DWP/DfE or as a subcontractor?
Tell us which of these organisations receive funding directly from DWP/DfE or as a subcontractor. Include the UKPRN if they have one and how many years they have been with the organisations.

What's their experience of delivering training in this sector?
- Less than a year
- One to 2 years
- 3 to 5 years
- Over 5 years
- No experience
  Where did they gain this experience? (275 words max)

Do they have any qualifications relating to this sector?
Tell us what qualifications they have (275 words max)

Are they approved by awarding bodies to deliver training?
Names of awarding bodies (275 words max)

Do they have sector or trade body memberships?
Names of sector or trade bodies (275 words max)

What type of apprenticeship training have they delivered?

- Apprenticeship standards
- Apprenticeship frameworks
- Apprenticeship standards and frameworks
- No apprenticeship training delivered

How have they delivered training to apprentices?
Select all that apply.

- Classroom-based training
- Coaching
- E-learning
- Mentoring
- On the job
- Other

What's their experience of delivering training to apprentices?

- Less than a year
- One to 2 years
- 3 to 5 years
- Over 5 years
- No experience

What's the typical duration of training they have delivered to apprentices?

- Less than one month
- One to 5 months
- 6 to 12 months
- Over 12 months
- No training delivered

Policy for professional development of employees

Upload your organisation's policy for professional development of employees
This must include how your organisation will continuously:

- improve its employees sector expertise, skills, and performance
- improve its employees teaching and training knowledge, skills, and performance
- improve its employees' skills and performance
- ensure learning objectives are tailored to meet employee, customer and organisation needs

- monitor employee's professional development
- review this policy, this must be annually

Also include:

- your organisation's vision for professional development of employees
- the last review date of this policy

Give an example of how your organisation used this policy to improve employee sector expertise (275 words max)
Your answer must include how your organisation:

- ensures employee sector expertise is relevant to apprenticeship training
- ensures employee expertise is up to date in relevant sectors
- maintains employee expertise in relevant sectors - for example, through co-creation of apprenticeship programmes or mentoring
- will continue to improve employee expertise if your delivery sector changes

Give an example of how your organisation used this policy to maintain employee teaching and training knowledge (275 words max)
Your answer must include how your organisation:

- ensured employees' teaching and training knowledge, skills and performance is kept relevant to apprenticeship training
- used teaching and training bodies to ensure employee expertise was up to date
- worked with teaching and training bodies to ensure employee expertise is maintained - for example, through co-creation of apprenticeship programmes or mentoring
- will continue to improve teaching and training knowledge if your delivery sector changes

Evaluating apprenticeship training

Process for evaluating the quality of training delivered

What is your organisation's process for evaluating the quality of training delivered? (275 words max)
Your answer must include how your organisation:

- responds and acts on feedback from employers and learners
- continuously improves training
- identifies and addresses poor training outcomes
- uses key performance indicators to measure the quality of training

How has your organisation made improvements using its process for evaluating the quality of training delivered? (275 words max)
Give us an example including:

- how an issue was identified
- what improvements were made
- who was involved in implementing the improvements
- the overall outcome
- how success was measured
- the impact on apprentices

Evaluating the quality of apprenticeship training

Does your organisation's process for evaluating the quality of training delivered include apprenticeship training?
This means your existing process includes how your organisation will:

- respond and act on feedback from apprentices
- continuously improve apprenticeship training
- identify and address poor apprenticeship training

How will your organisation evaluate the quality of apprenticeship training? (275 words max)
Your answer must include how your organisation will:

- respond and act on feedback from employers and apprentices
- continuously improve apprenticeship training
- identify and address poor apprenticeship training

You'll also need to include any systems or processes your organisation will use to assess the quality of apprenticeship training

How will your organisation review its process for evaluating the quality of training delivered? (275 words max)
Your answer must include how your organisation will:

- regularly review the process - for example, quarterly or yearly
- identify gaps and make improvements to the process
- ensure quality is maintained throughout the process

Systems and processes to collect apprenticeship data

Does your organisation have systems and processes in place to collect apprenticeship data?
To be an apprenticeship training provider, your organisation must have systems and processes in place to collect:

- retention data of apprentices
- achievement data of apprentices

- destination and progression data for apprentices - for example, permanent employment or getting a promotion at the end of the apprenticeship
- employer and apprentice feedback

Does your organisation have the resources to submit Individualised Learner Record (ILR) data?
As part of joining the APAR, your organisation is required to submit data every month using the ILR. If your organisation fails to do this, it will not receive funding under levy agreements.

Who is the individual accountable for submitting ILR data for your organisation?
Full name, email, contact number

Finish

Application permissions and checks

Before you submit your application, you must:

- have permission from everyone named in the application to use their details
- check with everyone named in the application that the details provided for them are accurate
- have permission from your organisation to submit the application

Do you have permission from everyone named in this application to use their details?

Have you checked with everyone named in this application that the details provided for them are accurate?

Do you have permission from your organisation to submit this application?

Quality training

Do you understand that your organisation must develop and deliver quality apprenticeship training that meets the needs of employers and apprentices?

Before you submit your application, you must understand the what a quality apprenticeship is as set out by Skills England.

Post application tasks

Do you understand that your organisation will not join the APAR until it completes all post application tasks?
Before you submit your application, you must understand that your organisation will not

join the APAR until it completes all post application tasks.

Submit application

Submit application on behalf of [ORGANISATION NAME]
Before you submit your application, you must check that all your answers and file uploads are correct.

You can check your answers and file uploads by going into each section on your application overview.

You will not be able to view them once you submit your application.

If your answers or file uploads are unclear, we may ask for clarification. If they are misleading or inaccurate, we may fail your application.

This includes:

- clarification requests on answers or file uploads
- overall outcome of the application
- general and post application queries

Before you submit your application, you must confirm:

- that all answers and file uploads are true and accurate to the best of your knowledge
- that all information and evidence is specific to your organisation, and you have not used any information or answers from any other organisation's application to the APAR
- that you understand that if you do not reply to a clarification within 5 working days, your application may fail
- that you understand that you must inform DWP 12 weeks before there is any change of control within your organisation
- that you understand that all communication about this application will be sent to (your email)

Save a copy of your answers before you submit them as you will not be able to view them again after they've been submitted.

Exemptions

Your responses to some questions may result in an exemption to subsequent questions. This will be the case if you:

- have an Ofsted grade of Outstanding or Good for apprenticeships, awarded in the last 3 years OR
- had a short Ofsted inspection confirming an overall effectiveness grade of Outstanding or Good, and you were awarded an apprenticeship grade of Outstanding or Good in your most recent full inspection.

AND

- have kept DfE or ESFA funding since then
- hold Initial Teacher Training (ITT) accreditation and only intend to deliver the post graduate teaching apprenticeship
- are funded by Office for Students (OfS)

Please note - if your organisation was inspected by Ofsted on or after 1 November 2025 under the new inspection grading system, you can use the APAR application's Contact us form for advice on how to complete this part of the application.

You do not have to complete a financial health assessment if your organisation is a:

- Higher Education Institution (HEI) monitored and supported by Office for Students (OfS)
- academy or free school registered with DfE
- General Further Education (GFE), national, or sixth form college currently receiving funding from the DfE
- Central Government Department, Executive Agency, or Non-Departmental Public Body (NDPB)
- local authority, including LEA schools
- NHS Trust, Fire Authority, Police Constabulary or Police and Crime Commissioner
- Rail Franchise operators, licensed and acting on behalf of the Department for Transport

What happens next

After submitting your application, you may be required to provide more information and if successful, complete our post application requirements (onboarding).

Evaluation and Feedback

Assessment process

DWP will begin to assess applications on the first working day of each month for any applications received during the previous month. We expect the application assessment process to take approximately 12 weeks however this may take longer during busy periods.

Your application will be reviewed by our team of assessors for:

- financial health (section 6.1.1)
- due diligence (section 6.1.2)
- readiness and quality (section 6.1.3)

Financial Health

The outcome of our assessment will be one of the financial health grades set out below. We calculate this from the information we ask you to supply.

- Outstanding: You have robust finances, can fulfil your contractual obligations and will be able to respond to opportunities and adverse circumstances

- Good: You have sufficiently robust finances, can fulfil your contractual obligations and will be able to respond to most opportunities and adverse circumstances

- Satisfactory: You have enough resources to fulfil your contractual obligations but have limited capacity to respond to opportunities and adverse circumstances

- Inadequate: You are in financial difficulty, are likely to require additional financial support and you pose a significant risk in fulfilling your contractual obligations

An “inadequate” grade may fail your application. If the reason for failure of your application is solely because an inadequate grade for financial health is awarded and you are an existing provider with learners currently on programme, we may consider whether your organisation is still suitable to receive funding. Therefore, we reserve the right to seek further assurance on your financial status, placing any decision on the outcome of your application on hold until such time we have completed our enquiries.

You may be awarded an exempt grade where we consider this appropriate.

We reserve the right to moderate any initial grade either up or down. We consider each moderation criteria on a case-by-case basis. Moderation criteria may include, but are not limited to, the following:

a: We will not grade higher than ‘satisfactory’ if an organisation scores 0 points for any one of the three ratios or if your organisation is only able to supply management accounts and forecast information.

b: Where auditors have given the financial statements a qualified or adverse opinion. This may include an Emphasis of Matter or Going Concern declaration.

c: We will grade financial health as inadequate if Companies House shows your organisation has entered liquidation, insolvency, a Company Voluntary Arrangement, or is shown as dormant.

d: We will grade financial health as inadequate if financial statements are overdue for filing at Companies House or the Charities Commission.

e: We will grade financial health as 'inadequate' if organisations do not submit the most recently filed full financial statements to us when they become available.

f: We may grade financial health as 'inadequate' if organisations do not submit additional financial information to us when requested.

g: We will grade financial health as inadequate; where we are unable to open the information submitted; the information submitted does not appear complete, contains errors, does not match the information presented on Companies House or the Charities Commission websites; or where in our view, doesn't evidence a minimum of three months active trading.

h: If there is a group/parent company whose financial position could significantly impact the financial health of the organisation, we may moderate the grade accordingly.

i: Where information other than the latest available financial statements, supported by factual evidence, indicates that the financial health is significantly different from the autoscore. 'Significantly' is defined as sufficiently different to generate an auto score at least one grade lower. Examples might include (but would not be limited to):

- a court ruling which has financial consequences
- the loss of a material contract or area of provision
- a contingent liability crystallising
- recall of debt by the bank or investor
- loss of key personnel
- cessation of trading

j: Where an organisation's financial health is calculated as 'inadequate', solely because of a deficit on the pension scheme which reduces the level of reserves, the grade may be moderated to 'satisfactory'.

k: If long-term borrowings are high, but are predominantly and demonstrably secured on long-term fixed assets, for example a mortgage on property; if this significantly affects the financial health (by at least one grade), and finances suggest that sufficient cash is being generated to cover the associated repayments, we may moderate a calculated grade of 'inadequate' to 'satisfactory'. For this moderation criteria to be considered the financial statements submitted must clearly detail this to be the case.

l: Where an organisation's financial health, in an isolated year, is calculated as 'inadequate' solely due to making a distribution of several years' accumulated profits through a dividend, resulting in a zero score for profitability. In such circumstances, we may moderate the financial health score to 'satisfactory', if we consider that the underlying business is profitable and removal of dividend payments above the current year's profits would improve the grade.

m: We may consider moderation where an organisation can clearly demonstrate that there has been an exceptional loss of income and/or has incurred exceptional

expenditure, due to COVID-19 which will result in an inadequate autoscore. This moderation will only be considered when financial statements are supported with evidence demonstrating that there will be a return to an improved financial position in the following financial statements.

n: Where an organisation has received government loans, e.g., Coronavirus Business Interruption Loans, during the COVID-19 pandemic in 2020, this will be classed as borrowings. We may moderate organisations graded inadequate to satisfactory where this government loan is the only reason for the inadequate grade and the business still appears viable. The value and details of the loan must be clearly identifiable within the financial statements.

If you are successful with your application, and you commence delivery either directly or indirectly, you may be required to submit additional financial information for scrutiny by the DWP/DfE at any time. This information may consist of, but not be limited to, management accounts, financial forecasts, and cash flow forecasts.

Due Diligence

We carry out due diligence checks on organisations applying to the APAR.
This includes checks on the legal status of your organisation, your management team and anyone with accountability for apprenticeships, as well as your responses to our declarations for criminal convictions and compliance. To do this we will use information we hold, as well as information held in the public domain.

We need to know that you do not pose a risk to apprentices or to the use of government funding.
Your application may still be successful if you have a criminal record or history of non-compliance.
However, if you do have any convictions, warnings, cautions, community resolutions, absolute/conditional discharges, admonishments, or charges awaiting trial, we will make our decision according to:

- if the offence presents a risk to the safety of apprentices
- if the offence presents a risk to the use of government funds
- the actual sentence or disposal given to you for the offence
- how recent the offence was

Readiness and Quality

The readiness and quality section of the application will be assessed using a two-person, two-step process (the “Consensus Marking Procedure”).
This comprises of:

1. independent evaluation by two individuals; and
2. pair consensuses marking

Each assessor will separately (that is, without conferring with other assessors) scrutinise the quality of answers given in each application.

Each assessor will:

- apply the criteria applicable to the relevant question as set out in the application guidance to determine the overall quality of each answer.

- give a pass/fail mark for each question depending on the detail and quality of the answer provided.
- provide a justification for the pass / fail mark given.

All of the evaluators' marks and related justifications will be recorded.

When the independent evaluation exercise has been completed, a pair consensus marking exercise will be coordinated.
They will review each other's allocated pass/fail marks and identify if they have made any different judgements. Where there is a difference in judgement, they will:

- discuss the quality of the answers given to a question and review their justification for attributing the pass/fail marks having regard to the guidance and answers provided.
- attempt to reach a consensus regarding the pass/fail mark that should be attributed to each question.
- Should it not be possible to reach a consensus an independent moderator will review the question and determine the outcome.
- record the pass/fail mark and the combined comments, which will form the text for the feedback response.

A percentage of the assessment results will be quality assured to ensure accurate pass/fail marking and feedback are consistent and in line with the published guidance.
We will assess your readiness and suitability to train apprentices using information provided in your application for capacity, capability, apprentice welfare and engagement. We need to be satisfied that you do not pose a risk to apprentices through poor quality provision and welfare.

To do this we will confirm that:

- your management and training staff have experience of managing and delivering training to learners and are established within the sectors in which you intend to deliver. Only through experience can a provider understand the requirements of different employers and learners.

- you have set high expectations of quality of training and have a process for both maintaining and improving this.

- you have a plan for the first 6 months of being on the APAR that takes into account the resources that exist within your organisation.

- you have policies and plans in place that meet the needs of apprenticeships and the welfare of apprentices. You must provide these where requested and ensure they meet the requirements.

- you are ready to engage with employers or apprentices. You must have processes in place for the assessment of prior learning and delivery of English and maths, a clear understanding of how you will deliver the minimum required off the job training ensuring it meets requirements of the funding rules, as well as templates to contract with employers and learners.

Clarifications and Messages

We may ask for more information to determine the outcome of your application. Generally, this will only be where a small proportion of questions have failed the assessment and the assessors consider that insufficient detail has been provided in the application. This is known as the clarification process. We will communicate this through email.

For the section on ‘Your Financial Health’, we will only seek clarification in one very specific circumstance - if you have not submitted your ultimate UK parent company accounts as requested by the guidance.

This takes into consideration that employees submitting the application may not be fully aware of your organisation's group structure.

As part of this clarification process, you will have 5 working days in which to provide the information requested. If you do not respond within the deadline, your application may be unsuccessful.

Deciding the outcome of your application

You must pass every question in order for your application to be successful.

When reviewing your application, we will consider the extent to which points in each question are covered by your answer. The answers you provide will be reviewed and assessed.

If you would like us to consider your evidence against a number of different questions within your application, then you must clearly reference which questions you are directing us to within your answer.

If information or documents are insufficient or are not appropriate for the delivery of apprenticeships, then your application may be determined to be unsuccessful.

Application outcome

We will let you know the outcome of your application and will send a notification to the email address provided on your application.

We may share your application with other parts of the DWP and in DfE to safeguard public funds and minimise risk.

Outcome - Unsuccessful
If your application is determined to be unsuccessful, we will write to inform you which questions you have been unsuccessful on.

Providers who are currently listed on the APAR, as a result of meeting previous application requirements must refer to the published market exit policy to understand the implications of an unsuccessful application.

Outcome - Successful
If your application is successful, we will write to inform you what your next steps are.

Post application requirements (onboarding)

Providers cannot commence delivery until they are displayed on the Register.
Main providers will be contacted by our course directory team (Tribal) and provider management team to arrange what systems they need and schedule an early monitoring visit.

Employer providers will be contacted by a member of our account management team.

Before a new provider is approved to join the Register, you must undertake a series of onboarding tasks. You will be contacted by the Onboarding Team who will support you through this process.

If you do not complete all the onboarding tasks within 6 weeks of being contacted the DWP may deem that your application has expired and is no longer valid. If this happens your organisation will not be added to the Register

Existing main and employer providers will not be required to do the full onboarding process.

Listed on APAR

Once you have completed the post application requirements (onboarding) you will be approved to be listed on the APAR. Any organisation that has been successful will continue to be listed on the Register, however, the DWP reserves the right to request any organisation to reapply at any time.

We publish all new providers on the Apprenticeship Provider and Assessment Register (APAR) regularly.

Once you are on the APAR, depending on your application route, you will be able to provide apprenticeship training either as a main provider, employer provider or supporting provider as applicable. Your registration will clearly state the route for which you have been registered.

Main providers are also published on find apprenticeship training (FAT).
Being on the APAR does not mean we recommend your organisation and is not a 'kite mark' or an award. You will not receive an identification number for the APAR.

Make an appeal (unsuccessful applicants)

If your application is unsuccessful and you believe the DWP has made an error when assessing it, you have the right to appeal the outcome.

If you do appeal, you must have a reason. Your reason must be because you think the DWP:

- has failed to follow its own policy and / or processes, and/or
- does not understand or recognise the application evidence you submitted

You can start your appeal from the same screen of the application that tells you that you were unsuccessful. See the section titled ' How to make an appeal' and start the process by selecting the button marked 'I want to appeal'. You can explain why you are appealing and upload up to 4 files to support your appeal; however- you will not be able to submit additional information or evidence to demonstrate that matters have moved on from your original application and that you now meet our requirements.

You must submit your appeal within 10 working days of the date of receipt of your application result and feedback on your application. Following the 10 working days, we will not accept any further additional information to support your appeal, unless this is requested by the DWP.

If your appeal is upheld and the outcome of your application changes as a result, you will be added to the Apprenticeship Provider and Assessment Register.

If your appeal is not upheld, the original outcome of your application will stand. If you are an existing provider, this will mean that you will have been unsuccessful in your application to re-apply to the Apprenticeship Provider and Assessment Register. The

DWP may terminate any contract that you might have with it for the delivery of training to apprentices.

We will aim to tell you the outcome of your appeal within 15 working days of us receiving your appeal. If it is not possible for us to respond to you within this time, we will let you know of the delay and the revised date for the outcome to be issued.

There will be no further right of appeal.

Make a complaint

If you would like to make a complaint, please refer to the complaints procedure.

Help and support

For more information, help and support read:

- Becoming an apprenticeship training provider
- Apprenticeship funding rules for main providers
- Apprenticeship funding rules for employer-providers

If you need more support email us at: helpdesk@manage-apprenticeships.service.gov.uk.

We try to respond within 5 working days, but this can be longer. Do not resend emails.

General Data Protection Regulation (GDPR)
See the DWP privacy notice below for details about how we collect, use, protect and secure your personal information.

Privacy

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

HM Government

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