

Top Tips for RoATP Success

No learner left behind



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**Top tips
for staying on the
Register of Apprenticeship
Training Providers
(RoATP)**

Top 3 Tips

Meet
apprenticeship
requirements

Prepare
apprentices for
end-point
assessments

Monitor progress
against all
aspects of the
apprenticeship

Tip #1:
Challenges in meeting requirements

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Key challenges



- Lack of familiarity
- What being a **direct deliverer** means
- Not being clear with **employers**
- Not providing **CPD** for staff

Tip #1: Challenges in meeting requirements

What actions can you take?



- Read and understand **the guidance**
- Read **Ofsted reports**
- Join **local networks** and talk to other providers
- Strengthen your **leadership and management**

Tip #1: Challenges in meeting requirements

What actions can you take?



- Ensure staff have received **CPD & support**
- Ensure you have **enough staff**
- Recruit apprentices with **integrity**
- Develop **new knowledge**, skills and behaviours against the standards

Tip #1: Challenges in meeting requirements

What actions can you take?



- Identify relevant **prior learning**
- Ensure apprenticeships are **individualised**
- Ensure off-the-job training is **relevant**

Tip #1: Challenges in meeting requirements

What actions can you take?



- **Employers should be involved in**
 - initial **assessment**
 - **planning** off-the-job
 - **Reviewing** progress
 - Setting future **targets & actions**
- Employers must commit to **support**

Tip #1: Challenges in meeting requirements

What actions can you take?



- **Co-ordinate** on & off-the-job to make it relevant
- Development of **English, Maths & IT skills**
- Cease working with **disengaged employers**

Tip #1: Challenges in meeting requirements

Best Practice



- Thorough assessment **before** induction
- Use assessment to **plan** training
- Employer **internal sponsorship** process
- Employer management are involved with **delivery of off-the-job** training

Tip #1: Challenges in meeting requirements

Best Practice



- Employers involved in **progress review** and in **setting targets**
- Employers are aware of what is expected and offer **purposeful feedback**
- **Online monitoring** systems
- A **range of reports** on apprentices progress

**Tip #2:
Prepare for End-point Assessment**

Tip #2: Prepare for End-point Assessment

Key challenges



- Introduction of fail, pass, merit and distinction
- No **ongoing** preparation for EPA
- Lack of awareness that assessments are **graded**
- Apprentices not challenged or given feedback

Tip #2: Prepare for End-point Assessment

What actions can you take?



- Raise **awareness** of fail, pass, merit and distinction
- Encourage more staff to train as EPA **assessors**
- Criteria for **distinction**
- Apprentices experience a **range** of assessment methods

Tip #2: Prepare for End-point Assessment

What actions can you take?



- Use as a framework for giving **feedback**
- Ensure apprentices **act** on that feedback
- Clear timelines for **resubmitting**
- Review and provide feedback **throughout** program

Tip #2: Prepare for End-point Assessment

What actions can you take?



- Ensure plans include time for **remedial work**
- Encourage staff to **network with EPAO**
- Develop **milestone** system
- Ensure staff have up to date **knowledge** and that they **share** it with apprentices and employers

Tip #2: Prepare for End-point Assessment

Best Practice



- Practice end-point assessments
- Provide detailed and constructive **feedback**
- Relevant and useful **extension** activities
- Challenge apprentices to analyze **critically**
- Use **real** situations or even the apprentices own workplace situations

**Tip #3:
Close monitoring of progress**

Tip #3: Close monitoring of progress

Key challenges



- Not just the old trained to gain model
- New learning and **application** of knowledge
- **Distance travelled** towards EPA
- Monitoring and communication of apprentice **progress**
- Guidance from EPAOs on **distinction** definition

Tip #3: Close monitoring of progress

What actions can
you take?



- **Accurate picture** of starting point
- Understand what **success** looks like
- Build **milestones** towards that success
- Monitor progress in **knowledge, skills and behaviours**

Tip #3: Close monitoring of progress

What actions can you take?



- Involve employers and apprentices in **targets**
- Ensure **CPD** for apprentices and staff
- Develop a progress-monitoring schedule and remember **learning isn't linear**

Tip #3: Close monitoring of progress

What actions can you take?



- Schedule feedback opportunities (consider digital)
- Standardise progress judgments
- Importance and monitoring of **full off-the-job requirement**
- Communicate about available career paths

Tip #3: Close monitoring of progress

Best Practice



- Progress is checked **thoroughly and often**
- Staff are aware of apprentices needs and can intervene **quickly**
- System of **monitoring** progress and intervention
- All groups achieve **equally**
- **Early** identification and support put in place

Tip #3: Close monitoring of progress

Best Practice



- Strong links with **employers**
- Use logs and reviews to **monitor** on and off-the-job training
- **Employers** integrated into everything
- **Governors** are fully informed and engaged

Top 3 Tips

Meet
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requirements

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apprentices for
end-point
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Monitor progress
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Thank you