

Training provider selection checklist

This checklist gives you points to discuss with potential training providers to support you to make the right choice of training provider. This is a guide only – not all points must be covered, but they help you to have sufficient information to select a provider that can meet the needs of the department and the individual apprentice.

Support in selecting a training provider can be provided by your OD business partner.

Experience / Performance	
	Check the training provider is registered on the national Register of Approved Training Providers
	What types of employers has the training provider worked with previously?
	What levels and types of apprenticeship has the training provider experience of delivering? (Including numbers of successful completions)
	What types of training do they specialise in?
	When did they last receive an Ofsted inspection and what was the outcome?
Service Delivery	
	What is their method for delivering the training? (Confirm which specific apprenticeship Standard or Framework they will deliver)
	How will off the job element work in practice? Is this day release/block release, or other? Where will it take place? How will the training provider record and monitor this? What expectations does the training provider have of you with regards to supporting the off the job training element for apprentice and is this manageable from your perspective?
	What quality methods will they use to retain apprentices, to ensure they complete their training?
	Do they have any specific areas of innovation in their recruitment and delivery models?

	What support will they provide to us as the employer throughout the duration of the apprenticeship training?
	What partnerships and linkages does the training provider have in place with other organisations and services locally/regionally which will support them to deliver the specified outcomes (if relevant)
	What systems/contingencies do they have in place to ensure learning can continue if, for example, a Tutor or Assessor is on long term sickness absence?
Cost	
	Establish what cost they charge to deliver the training (this should be no higher than the upper limit funding cap for the relevant Standard or Framework)
	Check exactly what the cost covers, and specifically, that this includes the end point assessment.

For more information visit the [Apprenticeships](#) intranet page.