
4. Management Apprenticeships Getting started



Find a provider/Register of Apprenticeship Training Providers (RoATP)	02
Digital Apprenticeship Service	04
End Point Assessment	06

Get apprenticeship ready

Management apprenticeships look set to increase exponentially with the introduction of the apprenticeship levy. They're a perfect solution to the leadership skills gap – designed by employers, they address the needs of businesses now and for the future.

ILM delivered over 14,000 management apprenticeships last year – seven times more than any other specialist management organisation. We're perfectly placed to help your organisation through the process of starting or moving into management apprenticeships.



Find a provider

The [Register of Apprenticeship Training Providers \(RoATP\)](https://roatp.apprenticeships.sfa.bis) was published by the Skills Funding Agency in March 2017 <https://roatp.apprenticeships.sfa.bis>.

The register will be published every quarter, with new organisations being added all the time. The official register contains the following information:

UKPRN

This is the organisation's UK Provider Reference Number (UKPRN). More information about the UKPRN can be found at UKRLP.

Organisation Name

This is the legal name from [UK Register of Learning Providers \(UKRLP\)](#). For sole traders and partnerships, we list the name on [UKRLP](#) and trading name. Organisation names displayed in digital accounts will also be sourced from [UKRLP](#).

Provider Type

The 3 provider types are:

- main provider - organisations that can be selected by levy paying employers to deliver apprenticeship training, or selected by another main provider to work as a subcontractor

gov.uk/download and lists all of the organisations who are approved to deliver apprenticeship training to employers.

- employer provider – levy paying employers who are permitted to provide training to their own staff or to apprentices in their connected companies. They cannot deliver training to other unconnected organisations
- supporting provider - organisations that only deliver as a subcontractor for contract values between £100,000 and £500,000 per year in total

Parent Company Guarantee

If this field is set to 'TRUE', then the financial health assessment for this organisation was moderated to a pass due to the submission of a parent company guarantee with their application to the RoATP.

New Organisation Without Financial Track Record

If this field is set to 'TRUE', then the organisation has not been trading for a sufficient period to provide a fully complete set of financial statements as part of the RoATP application process. A financial health judgement was based on management accounts and forecasts (where applicable).

ILM Directory of Apprenticeship Training Providers

We've gone one step further and collated contact details of our centres who are approved to deliver management apprenticeships. ILM Centres are perfectly placed to partner with employers on apprenticeships, are quality assured by ILM and can deliver the off-the-job elements

of an apprenticeship programme. You can find out more about ILM's apprenticeship centres and download the Directory once published here: <https://www.i-l-m.com/learning-and-development/management-apprenticeships/apprenticeships-for-employers#find-a-provider>



Digital Apprenticeship Service

The Digital Apprenticeship Service goes live in April 2017, and will be the main portal for levy paying employers to manage their apprenticeships and funds.

The digital apprenticeship service will help employers in four ways. It will:

1. Put employers in control: by setting up an account on the service, employers will be able to access funding for apprenticeship training, choose the type of apprenticeships they want to run, the number of apprentices they take on, and the training provider that suits their needs

2. Offer new apprenticeships: the service will list the new apprenticeship standards which have been designed by employers for employers (and will be independently overseen by a new Institute for Apprenticeships)

3. Focus on quality: through the service, employers will be able to find the right apprenticeship for them, from entry level to degree level apprenticeships and beyond, and be able to find approved training providers to deliver the training

4. Encourage diversity and social mobility: apprenticeships are an accessible route for all people with aspiration, no matter what their background or circumstances. Degree apprenticeships will enable learners to study to graduate level without getting into debt. Through our service, employers will be able to access a diverse pool of talent. If your organisation, including any

connected companies or charities, has an annual pay bill of more than £3 million you will pay the apprenticeship levy. If you pay the levy and want to employ an apprentice you'll need to:

- create an account
- add organisations
- link your PAYE schemes
- invite members of your team to use the service

<https://manage-apprenticeships.service.gov.uk/>

Before you start

You will need to work out how much apprenticeship levy you are due to pay, and report this to HMRC each month, starting in April 2017. The funds you have available to spend on apprenticeships in England will be added to your account.

When you set up your account you must have:

- Government Gateway login details for the PAYE schemes that you want to include in your account
- details for each organisation that will be making an agreement with a training provider for apprenticeship training, including the Companies House or charity number (if you have one)
- If you don't have Government Gateway login details, you may need to ask someone from your payroll or finance department to help you set



up the account, or to set it up on your behalf.

When you enter the Government Gateway login details you won't see or access any confidential information. You only need to enter the Government Gateway login details once, when you add PAYE schemes.

If you employ an apprentice, the PAYE scheme they are paid through must be attached to your account. Once your account has been set up, you'll be able to add other people from your organisation to access your account. You can choose different roles for them within your account. If you have several connected organisations you can add one or more of them to your account.

Using your account

Once you've declared your levy for April 2017 you will see the balance in your account at the end of May 2017.

You'll also be asked to accept an agreement with the Skills Funding Agency before you can spend funds from your account. You'll be notified in your account when the agreement is available.

Once you've accepted the agreement you can:

- add or amend information about apprentices and training
- authorise payment to the training provider
- view payment activity in your account and view your balance
- pause or stop a payment to your training provider

Employers can sign up now for a digital account with the new [Apprenticeship Service](#). The public beta version is currently live so anybody can log in

and start to explore the functionality - <https://sfadigital.blog.gov.uk/2016/10/25/what-is-the-digital-apprenticeship-service/> (each of the various functions can be accessed under the 'How it will work' heading). Employers can:

- Estimate their apprenticeship funding
- Find a provider
- Recruit an apprentice (ie post an advert)
- Manage their apprenticeship funding
- Add an apprenticeship (ie set up arrangement with the provider)

You can search by postcode for providers and find delivery models, satisfaction ratings, achievement rates and other information. For more information, you can read the SFA's blog [here](#).

End Point Assessment

As well as choosing a provider to deliver the on-programme element of your apprenticeship training (or opting to do this yourself), you'll need an assessment organisation on board to deal with the End Point Assessment.

End Point Assessment takes place on completion of the apprentice's programme of learning, when the employer and training provider have deemed them ready to complete it. It assesses their skills and knowledge against the standard. Assessment organisations need to be on the [Register of Apprentice Assessment Organisations](#).

Organisations on the register have shown the SFA that they are capable of delivering independent end-point assessment.

Only these organisations are eligible to conduct independent end-point assessment of apprentices. Although a number of different people and organisations may be involved in an apprentice's end-point assessment, only the independent organisation needs to apply to and be listed on the register. From May 2017 the register will start to be incorporated into the digital apprenticeship service.



ILM End Point Assessment

ILM is approved as an End Point Assessment organisation for both the Level 3 Team Leader/Supervisor apprenticeship and the Level 5 Operations/Departmental Manager apprenticeship.

End Point Assessment includes:

- Reviewing a portfolio of work, including a mixture of written documents, audio and video evidence
 - An online knowledge-based test
 - A competency-based interview
 - And a professional discussion
- Want to find out more about ILM's End Point Assessment offer? Download our EPA guide for
- Level 3 Team Leader/Supervisor apprenticeship
 - Level 5 Operations/Departmental Manager apprenticeship. ILM End Point Assessment is offered exclusively for apprentices who have completed their apprenticeship training programme, and who have successfully passed gateway assessment.

Any questions?

If you'd like to find out more about apprenticeships and how ILM can help get them up and running in your organisation, email us sarah.cooksedge@i-l-m.com to set up call or meeting.



ILM Apprenticeship Guidance

Want to find out more about apprenticeships?
Download our series of guides:

Out now

The Apprenticeship Levy: An employer guide
<https://r1.surveysandforms.com/d23wwa35-9726xvc1>

Management Apprenticeships: The solution to the
leadership skills gap?
<https://r1.surveysandforms.com/d23wwa35-722a0gb2>

Coming soon

Engaging and retaining apprentices: Employer Guide
Management apprenticeships: Planning an apprenticeship

For more information contact

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About ILM

ILM is the leading specialist provider of leadership qualifications in the UK. Last year, over 70,000 people enhanced their skills and performance with ILM, including 14,000 management apprentices.

We believe that great leaders can come from anywhere. With the right support, anyone can grow and develop to make a real difference to their team and organisation. Which is why we help individuals from all levels to realise and apply their potential, so that the organisations they work for can reap the benefits.

ILM is a City & Guilds Group Business. All ILM qualifications are awarded by The City and Guilds of London Institute, which was founded in 1878 and is incorporated by Royal Charter.

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