

Apprenticeship Managed Services



The Apprenticeship Reforms present an opportunity for many Training Providers and employers, for the first time, to directly access Government and Levy funds to support their Apprentice training.

At the same time the need to meet detailed Funding Rules, Audit requirements and Ofsted Inspection has never been greater and can present serious reputational and financial risks to any organisation taking on this responsibility.

For some Providers and employers the size of their programme simply doesn't justify the initial cost and overheads of having your own in-house systems and dedicated staff to manage a SFA contract. As well senior management time needed to keep up with the complexities and changes to Funding Rules.

As an independent Lead Provider we have over fifteen years' experience of successfully managing large SFA, EFA and ESF contracts. In 2015/16, we managed over 6,500 Apprenticeships, 1,200 AEB Learners and 300 EFA learners on behalf of 40 Providers.

This experience, along with audit tested systems and processes means we are able to offer a complete Back Office Service that ensures compliance with SFA contract requirements. This leaves you free to focus on providing quality delivery and supporting your learners.

We offer two levels of support; the **Standard** package covers all the basic elements of finance and data management, audit compliance and policy updates needed to operate. The **Premium** package adds onsite support during audit and inspection, a programme of staff CPD and consultancy support as well as help with End Point Assessment


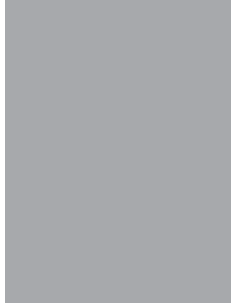
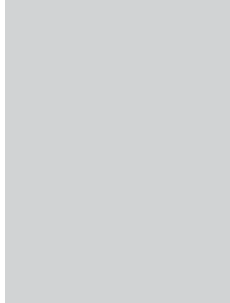



Services costs are competitive and cheaper than in-house systems, as you only pay for the actual number of Apprentices we manage. That way you minimise your costs, without compromising standards.

To find out more on how we can help remove the cost and risk from apprenticeship delivery contact us on enquiries@bctg.org.uk.



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Theme	Service	Features	Standard Membership	Premier Membership
Finance	Streamlined Monthly Claims & Payments	All data is quality checked and inputted into SFA/DAS Funding System each month by your dedicated claim support. Data uploaded and funding claims reconciled on your behalf. You receive a monthly funding statement detailing what will be paid, allowing you to reconcile against actual/expected income. BCTG ensure the data is clean and deal with any issues identified directly with the relevant agency.	✓	✓
	Financial Profiling and Management	Support you with forecasting and meeting profiles to ensure you are able to sustain your business and have regular cash flow.		✓
	Managing Employer Contributions	<p>Collection of employer cash contribution all your SME employers for every Apprentice. We manage the collection on your behalf and pay into your nominated account, ensuring you can meet SFA requirements.</p> <p>We complete advance credit checks on employers and set up Direct Debit collections.</p> <p>Where advised, we amend employer collections to reflect start/completion of learners, and process any rebates as instructed.</p> <p>Every month you get a clear itemised statement, so you know what has been paid what for which apprentices.</p>	✓	✓
	ROTO and RoATP Support	Support to ensure you successfully enter the Register of Apprenticeship Providers and register of Training Organisation at every refresh point. This includes guidance on completion of the SFA applications and pre-financial assessments to ensure you will pass Financial Element of the registers.	✓	✓

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Data Management	Performance Data Dashboard - Standard	Access to real Time Data Dashboard that give key headline performance and financial data, updated daily. Includes key Ofsted Data relating to Achievement Rates and Outcomes for Learners.		
	Performance Data Dashboard - Custom	All the features of the standard Dashboard but customised to cover key information you need for your business. You can specify which key data you want included.		
	Equality & Diversity	Analysis of provider data, checking this against geographical area, ethnicity, gender, disability, age, sector leaving care and free school meals to establish if there are any gaps in achievement and work with you to put an action plan in place in order to narrow the achievement gap.		











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Audit & Compliance	Compliant Funding Paperwork	<p>Each year we provide you with a DfE/SFA Compliant Funding Paperwork Pack, ensuring Funding Rules are met.</p> <p>Includes annual and in year updates where rules change. Paper based and electronic versions available.</p>		
	Annual Funding & Claims Guide	<p>Provide you with a simple document outlining all of the funding rules you are required to follow and guidance for completing claim documentation. Updating and circulating this as new guidance is available or where changes are made, whilst offering one to one support with the interpretation of the funding rules and claim guidance.</p>		
	Onsite Audits	<p>Full mock SFA/EFA audit carried out at your premises, by a fully trained and experienced team in order to ensure you are fully compliant with the funding rules and no funds are at risk. Support and action plan agreed to make any improvements necessary to secure your funds claimed</p>		
	Support During SFA/EFA Audits	<p>A fully trained auditor will be on your site to support you whilst the external audit by the SFA/EFA is taking place</p>		

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Recruitment and Support	Learner Recruitment	Employer telephone campaigns to generate new business, online advertising for Apprenticeships vacancies and organising and attending careers events, increasing number of learners engaging.		✓
	Employer Engagement	Broker support for your employers, conducting the ONA and H & S Assessment document. Referral made back to you to arrange sign up, BCTG continue to monitor the employer H & S and conduct annual checks on your behalf.		✓
	Telephony Services	Taking calls from Employers/learners, booking Trainer/Assessor visits with learners and employers and support any day to day queries for employers, learners or staff working on the contract.		✓

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Policy	Monthly Funding Policy Updates	You will be kept fully informed of all policy and funding updates electronically as they are published and offered support by BCTG where required in order to make the relevant changes.		
Quality Improvement & Ofsted Support	FE Choices Data Collection & Analysis	Coordinate FE Choices Learner and Employer surveys to ensure the minimum return rate is achieved. Entering onto the portal, fully analysing the responses, feeding back to you and supporting with an action plan where required.		
	E-portfolio	Access to E – Assessor to track learning for every learner on every programme, easy access for IQA, streamlining the whole process from Initial assessment to achievement. This includes course management using electronic registers for all classroom delivery.		
	Matrix Accreditation	Supporting you with Matrix accreditation, either initial or re assessment, to ensure you meet the contractual requirements as set out by the SFA.		
	CPD	Offering FREE or highly subsidised training courses and workshops to include: <ul style="list-style-type: none"> • Teaching Learning and Assessment • Learner Progress Review • Individualised learning and SMART target setting • Fundamental British Values • Safeguarding, including Statutory Guidance, Managing Disclosers and Safer Staff • Recruitment 		
	Consortia/Partnership Meetings	Invite to the quarterly consortia meetings updating providers on current performance both locally and Nationally, covering a wide range of provision including Young People and Adults. Highlighting changes to funding rules, updates on standards, progress with the Levy and Ofsted requirements.		
	End Point Assessment	Identifying a suitable End Point Assessment Centre for your apprentices, co-coordinating the assessment and ensuring certification.		