



Are you ready?

Use this checklist to ensure your organisation is ready to use the Crown Commercial Service Apprenticeship Training Marketplace procurement solution.

As a minimum, we would expect customers to have answers to the following questions before using the digital procurement tool:

- 1) **Is your requirement in England?**

- 2) **Does your organisation have a Digital Apprenticeship Service (DAS) account?**

- 3) **Do you have delegated authority to enter into a contract with a Training Provider for your organisation?**

- 4) **Have you obtained sign off from your senior leadership team prior to conducting a procurement utilising this tool?**

- 5) **Do you know which apprenticeship standard / framework you need, the location for delivery, the size of your cohort and how you would like the apprenticeship delivered?**

- 6) **Are you ready to engage to contract with a Training Provider?**

If you're not sure on any of the above questions, the checklist below will serve to guide you through the development of your Specification of requirements and help to define your customer needs prior to using the Apprenticeship Training Marketplace.



Checklist Question	Tick
PART 1: Identifying a Need - Initial Recruitment Activities	
<p>You can use the Marketplace to find a training provider who can also help you with your apprentice recruitment. If you require this service, you'll find the following checklist helpful.</p> <p>We also recommend that you try to answer the following questions as these will help you navigate the procurement tool and inform the development of your Specification of requirements:</p>	
Do you have a role within your organisation that would be suited to an apprentice that is aligned to your workforce planning strategy?	
Do you know which skills or experience you wish your candidates to have?	
Do you know which apprenticeship framework(s) or standard(s) you would like to support?	
Have you decided to recruit an existing or new member of staff or a mixture of both in your apprenticeship cohort?	
Do you have an estimate of the size of your apprenticeship cohort?	
Do you know when you would like your cohort to start and the duration of the apprenticeship?	
Have you thought about when you should begin your recruitment to target potential candidates that may be interested (e.g. school leavers, graduates)?	
Have defined how you will you communicate with potential candidates to ensure they understand the benefits of an apprenticeship (e.g. advertisement)?	
Do you have the budget for the recruitment and ongoing training of your projected cohort size?	
Have you decided on the location for training delivery?	
Have you read and understood the ESFA funding rules for employers ?	
Have you written a job description and person specification which reflects the skills and experience that you wish your apprentices to have?	
Have you defined how you will assess and choose successful candidates?	
Have you decided which pre-employment checks are relevant for your apprenticeship cohort?	



Checklist Question	Tick
PART 2: Delivering an Apprenticeship - Things to Consider	
You can use the Marketplace to find a training provider to deliver apprenticeship standards and frameworks in England. If you require this service, you will find the following checklist items helpful:	
Have you researched and understood the off-the-job training delivery methods available for your apprenticeships?	
Have you defined how you can meet any learner functional skills requirement?	
Have you defined your programme management expectations (i.e. planning, MI reporting and performance management)?	
Have you considered whether you are content to have an 'open cohort' with other employers in the Civil Service, Wider Public Sector or Private Sector?	
Have you decided how you wish line managers to report apprenticeship progress to your Training Provider?	
Have you considered how you wish line managers to be kept informed on apprenticeship progress?	
Have you considered any additional training targeted to line managers of your apprenticeship cohort?	
Do you understand what support your 'cohort manager' will require?	
Have you obtained sign off from your senior leadership team prior to conducting a procurement utilising this tool?	
PART 3: Apprenticeships Training Marketplace - Procurement Activities	
The Apprenticeship Training Marketplace is a digital procurement tool and requires certain actions or permissions to be undertaken before buying training. Please review about the following checklist items before using the system:	
Have you set up a Digital Apprenticeship Service (DAS) account using the Manage Apprenticeships tool?	
Do you have delegated authority to enter into a contract with a Training Provider for your organisation?	
Have you completed parts 1 and 2 of this customer checklist to ensure you have defined your Specification of requirements?	
Are you ready to engage to contract with a Training Provider?	