



# Are you ready?

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

Checklist Question	Tick
<b>PART 1: Identifying a Need - Initial Recruitment Activities</b>	
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 potential candidates to have?	
Do you know which apprenticeship <a href="#">framework(s)</a> or <a href="#">standard(s)</a> 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, 16 to 18 year olds, 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 read and understood the <a href="#">ESFA funding rules for employers</a> ?	
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
<b>PART 2: Delivering an Apprenticeship - <i>Things to Consider</i></b>	
Have you researched and understood the <a href="#">off-the-job training</a> delivery methods available for your apprenticeships?	
Have you defined how you can meet any learner <a href="#">functional skills</a> requirement?	
Have you defined your programme management expectations (i.e. planning, MI reporting and performance management)?	
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?	
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?	
<b>PART 3: Apprenticeships Training Marketplace - <i>Procurement Activities</i></b>	
Have you set up a Digital Apprenticeship Service (DAS) account using the <a href="#">Manage Apprenticeships</a> 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?	