

## For an employer: How to choose a training provider

There are three key elements to a successful apprenticeship programme – the apprentice, the employer and the training provider and getting the last two right, will often mean that the first one fits the bill. To help with this, businesses should be encouraged to shop around to find the right training provider for them. Here are some useful questions that a business can ask.



### Background and Experience

- What experience do you have in providing training for my business sector?
- What experience do your trainers and assessors have?
- Can you provide references?
- Can I speak with an employer you have worked with?
- Can I see your last Ofsted inspection report and success rates?
- What other quality marks, if any, do you hold?
- Do you offer recruitment support?
- Do you have any students ready to take on apprenticeship training in this job role?



### Costs and Facilities

- What funding do you receive to support the costs of training?
- What contribution, if any, will I be expected to make?
- Are there any other costs involved, registration fees, travel costs, etc.?
- What facilities and equipment do you have and will I have to provide any?
- How is the apprenticeship training delivered (day release, on site, etc.)?



### Delivery of Training

- Which apprenticeship qualifications are you approved to deliver?
- Can the apprenticeship be tailored to meet the needs of my business?
- Can you deliver training out of hours if required?
- How are individual training needs assessed?
- Can you tell me what qualifications our specific trainer/assessor have?
- How often will you visit the workplace to carry out assessments?
- Can an apprentice start their apprenticeship at any time of year?
- How much extra work will the apprentice need to do each week?
- How will you keep me informed about the progress of candidates?
- Do you provide additional support if required by the apprentice?

Having selected a training organisation, some businesses choose to set up a Service Level Agreement outlining each party's responsibilities and deliverables.

If a business has concerns about the level of support it is receiving at any point in the process it should be encouraged to contact the National Apprenticeship Small Business Team to find an alternative provider and share its concerns about its existing provider.