**Specification for the Oxfordshire Apprenticeships Approved Provider List**

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**Oxfordshire Approved Apprenticeship Provider List Specification**

**Section 1 Background & Context**

1.1 Oxfordshire County Council is a large employer with around 5,000 employees,

plus 6,500 school employees. Our workplace buildings and schools are distributed throughout the county of Oxfordshire.

1.2 The Council are looking to refresh our existing (OAAPL) Oxfordshire Apprenticeship Approved Provider List for the provision of apprenticeship training across a range of Lots and Standards (as detailed in Appendix 1). This is based on the Register of Apprenticeship Training Providers (RoATP). As apprenticeship frameworks have been withdrawn and new standards introduced Oxfordshire County Council want to ensure our framework reflects the extensive range and offer of Apprenticeships at the current time. The Oxfordshire OAAPL will be available to the County Council, including any of the Schools which it maintains or oversees.

1.3 As the Council is looking to refresh the existing OAAPL all providers currently appointed with current agreements will need to reapply for existing and new standards. Existing call off contracts currently in place will continue under the existing agreements until expiry.

**Context**

1.4 The Council has a strong track record of employing apprentices with over 800

Apprentices enrolled onto programmes since 2006. Since the introduction of the Apprenticeship Levy, we have increased the number of apprentices in our workforce, from about 30 (prior to the Apprenticeship Levy) to around 280 in March 2022. We have a successful apprenticeship retention rate and many of our newly recruited apprentices move onto further employment with ourselves or partner organisations.

1.5 We also use the Apprenticeship Levy to fund continuing professional

development (CPD) training for our existing staff, including staff currently working part time hours, shifts and rotas. Our staff specialise in a wide variety of occupational areas including social work, fire and rescue, teaching, facilities management, highway engineers and professional services such as finance, HR and legal.

1.6 Although no guarantee is or can be given by the Council as to the likely demand for delivery of Apprenticeship Training over the OAAPL period, by way of indicative scale only, our annual budget for Apprenticeship training is

£1.2m of Levy funds as at March 2022. Our actual spend for 2021/22 was around £800,000. Oxfordshire County Council are, however, unable to commit to any specific number of apprentices accessing training services via the OAAPL or to commit to a specified spend on apprenticeships.

1.7 The aims and objectives of the OAAPL are to deliver a high quality apprenticeship training programme, with efficient and quick procurement selection, thus saving both training providers and the Council time and money by reducing the resources which would otherwise be spent engaging in multiple and varied procurement exercises.

**Section 2. Service Specification**

**Overview**

2.1 The OAAPL intends to provide training providers, who have relevant expertise, the chance to compete and deliver apprenticeship training opportunities for the Apprentices and employees of Oxfordshire County Council. The OAAPL and call-off procedure provides a fair, transparent and compliant process that enables timely access to identified apprenticeship courses. It will be structured so that the Council will be able to compare a range of training providers for each standard on a like for like basis.

2.2 Training providers (and any permitted subcontractors) must be approved, on the RoATP, be suitably qualified to deliver the apprenticeship training programme for the job roles required, be able to deliver in locations required and be able to meet (or achieve) the quality standard required and deliver the apprenticeship training programme within the timescales (if any) that may be required.

2.3 Training providers will deliver apprenticeship training that will allow the Council to train both existing employees and new recruits.

2.4 The training provider will be required to train apprentices from a wide diversity

of experience and backgrounds, including but not limited to people with

special educational needs and disabilities (SEND), young people who have

recently not been in education, employment or training (NEET), care leavers,

and people at financial disadvantage. Apprentices may have no prior

qualifications and limited prior work experience. Apprentices will be employed

under contracts of employment with a variety of working hours including but not limited to full or part time, regular or irregular hours (e.g. shift work, term-time only contracts).

**Selection, Recruitment and Assessment of Apprentices**

2.5 Training providers may be required to support the Apprentice selection and

recruitment process when requested by the Council. This may include but is not limited to: advertising, candidate and course selection, interview support and any other support as agreed between the Employer and Training Provider including supporting corporate induction events for new apprentices.

2.6 Once the Call-off procedure is complete, the training provider awarded the

contract will complete an initial assessment of the Apprentice(s) to ensure

candidate suitability. Confirmation of each apprentices’ eligibility should be

confirmed prior to the ‘Apprenticeship Agreement’ start date.

**Delivery of Training and Assessment**

2.7 The duration of training will be flexible depending upon the needs of the

Individual, however, the duration for each course must be compliant with the

minimum and maximum length of time allowed within UK Government

Apprenticeships Funding Rules.

2.8 Training providers are expected to use a range of appropriate methods to

deliver training. The Council may require training to be delivered at various sites or using different options that best fit with the job role and apprentice needs (e.g. on site, off site, online and other blended learning).

2.9 Training will be delivered in a suitable venue for the delivery of learning,

accounting for individual apprentice needs as appropriate. This includes

ensuring any venue is health and safety compliant, equality and diversity

friendly and fit for purpose for the specific training (e.g. includes any

necessary equipment to aid learning). Please note that the Council cannot

provide training rooms for cohorts of learners. The Council can, however,

provide space for informal one-to-one meetings (e.g. in cafeteria or break out

spaces).

2.10 Training providers must designate an authorised contract/account manager to

act on behalf of the training provider for all purposes connected with the OAAPL and any related call-off contracts.

2.11 All training should be provided in an anti-discriminatory manner, including (but

not limited to) taking into account gender, race, age, culture, religion, belief,

language spoken, sexual orientation or disability. At times Training Providers

may be required to have the skills and experience to particular target

audiences. This may include but is not limited to; NEET’s, Care Leavers,

Financially Disadvantaged, BAME, Ex-offenders, SEND vulnerable groups

Apprentices with low or no Functional Skills in English, Maths and ICT.

2.12 Apprentices will be provided with clear guidance on work to be completed and

be given clear realistic timescales for this. Copies of all learning materials

and equipment must be provided to learners at no additional costs. Training

Providers should support learners to achieve their off the job training

alongside their day job and will ensure learners are supported with time

management and that the format of training is suitable for the apprentice.

2.13 Apprentices should be supported to develop skills that will enable them to

obtain both the maximum benefit from training and to achieve End Point

Assessment, accreditation, certification and qualification (as relevant), on

time. Where identified, appropriate support will be put in place to develop

specific skills and learners should be challenged (where appropriate) to

undertake optional higher level units for progression and encouraged to

achieve more. Training providers are required to have progression plans in place and established methods for ensuring Apprentice success.

2.14 The Training provider will inform the Apprentice’s Line Manager within 24 hours if an Apprentice does not attend a scheduled session or notify the provider of their absence beforehand (this may include for example a one-to-one meeting or group workshop). Any changes to scheduled sessions must be made with a minimum of 24 hours’ notice unless in exceptional circumstances.

2.15 Training providers are required to complete any due diligence procedures

necessary to assure themselves and any employers that any sub-contractors

will meet the same or better standard as the Training Provider. The Council reserves the right to accept or reject any subcontracting proposed by a Training Provider.

**Quality Assurance**

2.16 Training Providers and any permitted subcontractors should be technically and professionally capable of delivering the required training to Apprentices. Training Providers and any permitted subcontractors will be expected to maintain any required quality ratings, such as Office for Standards in Education, Children’s Services and Skills (Ofsted) grade, and Quality Assurance Agency for Higher Education (QAA) rating.

2.17 Apprenticeship training will be delivered in accordance with relevant

legislation and best practice, as well as relevant employer policies set by the Apprentices’ Employer, including but not limited to Safeguarding, Health and Safety, and [Equality Policies](https://www.oxfordshire.gov.uk/council/about-your-council/plans-performance-and-policies/equality-and-cohesion). For latest versions of policies, Training Providers should contact employers directly. The training will be delivered in accordance with relevant legislation and best practice applicable to Apprenticeships training.

2.18 Training Providers and any permitted subcontractors are required to maintain relevant registration with the RoATP. In the event that the registration is not maintained then this will be a Suspension Event from participation in any Call Off Contract Awards and may lead to termination of the OAAPL Agreement if the registration is not successfully re-obtained.

2.19 Should the quality status of any training provider change whilst on the OAAPL

they must inform Oxfordshire County Council within 10 working days to advise

what the change is and provide details of any appeal/remedy period. In the event that the registration on the RoATP is not maintained for the duration of the OAAPL Agreement Period then this will be a Suspension Event from participation in any Call Off Contract Awards and may lead to termination of the OAAPL Agreement if the registration is not successfully re-instated.

2.20 Training Providers will ensure that any subcontractor used to deliver

any part of the apprenticeship training meet the eligibility criteria for the OAAPL. Lead Training Providers may not use subcontractors who hold quality ratings below the minimum required by the Main Training Provider.

2.21 All Training providers including their staff and subcontractors as relevant

should be familiar and comply with the minimum legal requirements for all

relevant industry legislation and requirements including but not limited to:

a. UK Government Tax and Apprenticeships Funding Rules;

b. UK Government guidance relevant to Education Services and any

standards or best practice set by the Training Providers’ Quality

Regulators for Education Services;

c. Anti-discrimination legislation including the Equality Act 2010;

d. The Data Protection Act 2018 (as amended), or its successors; and

any associated legislation;

e. Safeguarding, (including PREVENT, whistleblowing and health and

safety).

f. The Competition Act 1998

g. The Freedom of Information Act 2000

2.22 All training Providers are required to have business continuity provisions in

place to prevent any detrimental impact on Apprenticeship Training and

Assessment in the event of potential or actual delivery issues being identified.

2.23 Any change to subcontractor or staff contracted to deliver training to

Apprentices during Apprenticeship delivery will be agreed with the Employer

at least 28 days in advance of the change. The Training Provider will be

responsible for due diligence and ensuring that any subcontractors perform to

the quality standards as outlined in this Specification.

2.24 Training Providers contracted to deliver apprenticeship training services must possess a relevant Disclosure and Barring Service (DBS) certificate for activities they offer to undertake.

**Reporting requirements**

2.25 Unless agreed otherwise, Training Providers appointed following a Call-Off process will be required to produce a KPI monitoring report for the employer every quarter.

**Section 3: Operation of the OAAPL**

3.1 Oxfordshire County Council intends to offer Training Providers the chance to compete for apprenticeship training opportunities with Oxfordshire County Council. The OAAPL will enable access to identified apprenticeship training courses and provides a fair and transparent process for selection (see section 4 for Call-off Procedure)

3.2 Training will be identified under specific Lots depending on subject area (see

Appendix 1).

3.3 The scope of individual Lots will include the Apprenticeship

Standards listed in Appendix 1.

3.4 If a new type of Apprenticeship Standard is required, it will be incorporated into the most relevant lot and current providers who are approved for any standard within that specific Lot will be invited to confirm their intention to deliver the new standard/s if required

3.5 Training providers are not required to deliver all Lots and at all levels, but instead can tailor their offer to their individual areas of expertise.

3.6 The OAAPL will be established, updated and utilised in the following way.

**Stage 1**

Training providers will need to submit applications via the

questionnaire at Appendix 2. All questions are scored either pass or fail.

Training providers who fail will be ineligible to become part of the OAAPL until it is reopened.

**Stage 2**

Training providers will have submitted applications to provide training for specified lots at Stage 1, and once approved by the Council, an OAAPL Agreement will be entered into between the parties.

In the event that any Call Off Contract is then required in relation to the particular Lot / Standard for which the training provider has been appointed, the Call Off Award Procedure as set out in Section 4 will apply.

3.7 The OAAPL may be periodically re-opened from time to time when deemed appropriate by Oxfordshire County Council. Training providers who are not already approved on the list may apply by completing the process above. In addition to this, training providers already approved may apply to deliver additional or alternative standards. The OAAPL may be amended when re-opened to reflect any significant changes implemented by the UK Government to Legislation, apprenticeship funding rules or guidance relevant to Education Services during the life of the contract.

3.8 The Council reserves the right not to re-open the OAAPL where

it deems this unnecessary and / or may also restrict the list re-opening to specific Lots only.

3.9 Training providers whose appointment to the OAAPL who have been terminated or who have previously failed to meet the criteria are able to re-apply when the OAAPL is re-opened provided that the cause as to termination or failure has first been remedied. Upon re-application such training providers will be required to submit evidence to show that steps have been taken to ensure prior issues resulting in the removal or failure to meet criteria will not re-occur. The Council reserves the right to refuse any application whereby the training provider’s appointment has previously been terminated from the OAAPL and satisfactory evidence to demonstrate that the prior issue has not been resolved has been made available.

3.10 Applications to be on the OAAPL will be assessed by no later than the close of the month following receipt of their application using the criteria listed in questionnaire at Appendix 2 which will need to be completed by

all potential suppliers and subcontractors (where appropriate).

**Summary of Party Responsibilities**

3.11 Oxfordshire County Council will be responsible for:

Management of the OAAPL, including re-opening it to the market when necessary

3.12 Approved Training Providers will be responsible for:

1. Adhering to both the terms of the OAAPL Agreement and the individual call off contracts.
2. Notifying OCC with whom they have active Call-off Contracts in place with, of any change to their UKPRN, organisational status, regulated rating or RoATP status within 10 working days.
3. Preparing and providing apprenticeship progress reports where active call-off contracts are in place.

**Section 4 Call off procedure**

4.1 The OAAPL will contain the following information provided by all

providers who have been accepted onto the list for the respective Lot(s).

Provider name & UKPRN

Name of Apprenticeship Standard & level

Cost

Provider contact name and email

Call-off from the OAAPL

4.2 The Council, will search for a training provider by matching the required course to the known Employer/Apprentice(s) needs, with the call off contract award criteria being designed around meeting needs of both individual learners and the employer.

4.3 The Council may take steps to clarify the training provider’s ability to cater for the Apprentice’s needs based on individual circumstances.

4.4 The relevant employer may choose either of the following Call-off Options:

**Option A Direct Award**

The Council will directly award the Call-off contract to the most suitable Training Provider identified from the relevant Lot and standard required based on the closest match to the known Employer/Apprentices(s) needs.

“Closest match” factors will include (but not be limited to) the following

* Location
* Specific course content
* Individual Apprentice’s needs and requirements

If there is more than one Service Provider capable of meeting the closest match factors the selection and appointment of a Service Provider from those appointed under the OAAPL Agreement will be made as described in Option B below.

**Option B Further Competition**

The Council will contact all Training Providers, who are able to provide the required apprenticeship programmes within the Lot at the Standard / Level required and provide a brief outline of the services required and ask each Provider to confirm, by email within a set period, as to whether they have the capacity to undertake the services and would be interested in doing so.

The Council will not be required to invite those Training Providers who do not register their interest within the set period or invite those who are unable to confirm that they have capacity to undertake such services to participate in a mini-competition or whose appointment is suspended under the OAAPL Agreement or who are excluded on the grounds set out below.

The Council will invite those Training Providers who have registered an interest in relation to the above to submit proposals for the required Apprenticeship Training Services within a defined time period.

The invitation to submit a proposal made by the Council may include:

1. All relevant information about the required apprenticeship training services, including relevant weightings and any sub-criteria that may apply;
2. State the time for the submission of the Training Provider’s proposal;
3. Request the Training Provider to include any of the following (variable) details depending on the nature of the apprenticeship training services:

* Ability to tailor modules / content;
* For mandatory off-the-job course content (e.g. workshops) details as to delivery style i.e. regular, day release, block release, specific timing of workshops;
* Inclusion of a specific industry recognised qualification;
* Availability for training to start (e.g, immediate enrolment, scheduled start date; or academic start date);
* Cohort context e.g. able to accommodate low numbers of learners to join an existing cohort, minimum cohort size if applicable to deliver on site;
* Call Off Contract Price which may be lower than, but must not exceed, the Training Provider’s costs submitted in response to the Invitation to Tender

The Council will evaluate each Training Provider’s proposal using the Further Competition Award Criteria and decide within a reasonable period whether to accept the Training Provider’s proposal or to decline.

Once the Council has evaluated the Training Provider’s response to the invitation and concluded any clarification discussions with Providers’ as to the Council’s requirements, the Council will award the Call Off Contract to the most advantageous offer on the basis of the Further Competition Award Criteria.

**Exclusions**

The Council can exclude participation and or any offer during the Call-off award procedure if any of the following conditions apply:

1. A Training Provider who matches the Apprentice needs has insufficient availability to deliver at the time required, in the manner required.
2. Where the Training Provider does not respond to the Employer request for services or offer of contract (award) within the timescale required or they indicate it does not wish to take up the offer.
3. If the Employer considers the Training Providers’ performance to indicate an unacceptable quality delivery standard. Employers may consider publicly available information published from an official source about the provider performance. This includes official sources such as Training Provider websites and any information published by Quality Regulators for Education Services, including but not limited to Department for Education, Education and Skills Funding Agency, the Institute for Apprenticeships, Office of Qualifications and Examinations Regulation (Ofqual), Ofsted, QAA, HEFCE and the Office for Students (OfS).
4. There is an objectively justifiable reason for not contracting with that Training Provider, or their proposed subcontractors. This may include but is not limited to conflict of interest, past failures to deliver to contract standards, risk of negative financial or reputational impact for the employer, loss of registration to the UK Register of Apprenticeship Training Providers or loss of other regulated status, failure to maintain the Minimum Standards for quality assurance required for entry to, and suspension from the AAPL.

**Section 5 Contract Management**

5.1 **Contract Monitoring**

Unless agreed otherwise, after call-off, active Training Providers are required to complete and submit regular monitoring information regarding individual apprentice progression and the quality of the training.

|  |  |  |
| --- | --- | --- |
| Type of monitoring report | Submit to: | Regularity: |
| Apprentice progress discussion | Apprentice Line Manager | Monthly |
| Call-off Contract KPI report | Individual Employer | Quarterly |

**Monthly Apprentice Progress report**

5.2 Individual Apprentice progression discussions must take place with the Apprentice’s Line Manager on a monthly basis, unless agreed otherwise with

the individual Employer

5.3 The content and style of the Apprentice Progression discussion will be agreed between the Employer and Training provider and will include as a minimum:

* feedback to the apprentice on their overall progress, including coursework and other formal assessments
* discussion about the taught programme, so both Apprentice and their Line Manager are fully aware of the syllabus, the timetable for achievement, end point assessment (where applicable) and responsibilities on all parties.
* Discussion and joint problem-solving (where applicable) regarding any concerns about the Apprentice’s attendance at training or completion of coursework, or where the Apprentice is not able or willing to achieve within the planned time-frame.

**Quarterly Call-off Contract KPI Monitoring**

5.4Training Providers with active Call-off Contracts are required to report quarterly on performance against the Call-off Contract KPIs. This information should be

submitted to the individual Employer retrospectively on a quarterly basis unless

agreed otherwise.

5.5 Training Providers’ performance will be assessed by the Employer, as falling into

one of the three Performance Bands outlined in the table below unless agreed

otherwise.

|  |  |  |  |
| --- | --- | --- | --- |
| **Call-off Contract KPIs** | **Performance Bands** | | |
| **Green** | **Amber** | **Red** |
| Newly recruited Apprentices on fixed term contracts enrolled within 4 weeks of Contract Start date unless otherwise agreed. | 100% | 91% - 99% | Up to 90% |
| Individual monthly reviews held between the Apprentice and the assessor/tutors. | 100% | 91% - 99% | Up to 90% |
| Manager is informed of absence as soon as possible if any apprentice does not attend a scheduled session | 100% | Not notified on 1 occasion | Not notified on 2 or more occasions |
| Minimum of 24 hours’ notice is given to the Apprentice for cancellations/alterations to scheduled meetings (unless exceptional circumstances apply) | 100% | Exceeded on 1 occasion | Exceeded on 2 or more occasions |
| 100% of cancelled training/development/assessment sessions are re-scheduled to take place within 2 weeks of the original date unless agreed by the employer | 100% | 91-99% | Up to 90% |
| Minimum of 10 working days’ notice is given to the Apprentice and Employer for cancellations/alterations to workshops. Unless in exceptional circumstances. | 100% | 91% -99% | Up to 90% |
| Investigate any concerns reported by the Council about the content or delivery of training within 10 working days, and agree an appropriate action plan to resolve issue(s) | 100% | 91-99% | Up to 90% |
| Achieve at least a 90% completion rate for all Council Apprenticeships delivered through this Contract (unless mitigating circumstances apply). | 90-100% | 80-89% | Up to 79% |

5.7 The following actions will apply to each Call-off Contract Key Performance

Indicator depending on the banding it falls within unless otherwise agreed

between the employer and training provider:

|  |  |
| --- | --- |
| Green Band | No Action will be taken, this is considered acceptable performance. |
| Amber Band | The Employer and the Training Provider will discuss and agree upon a performance improvement plan including any timescales. |
| Red Band | The Employer will request the Training Provider to provide, within 7 days, a full written explanation of the reasons for the failure to meet or achieve the required KPI. The Employer, as the Training Provider acknowledges, may issue a Default notice under Condition 27.2.1; 27.2.2 or 27.2.3 of the AAPL (as appropriate), depending on the nature of the failure. |

**Appendix 1**

**Description of Lots**

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| **Lot 1. Leadership & Management Apprenticeship Training** |
| |  | | --- | | The scope of Lot 1 will include the Apprenticeship Standards listed below, and any other Leadership and Management Apprenticeship Standards that are subsequently approved for delivery and published providing they fall within the broad heading of this |  1. L3 Team Leader/Supervisor\*   <https://www.instituteforapprenticeships.org/apprenticeship-standards/team-leader-supervisor/>   1. L5 Operations/Departmental Manager\*   <https://www.instituteforapprenticeships.org/apprenticeship-standards/operations-departmental-manager/>   1. L7 Senior Leader\*   <https://www.instituteforapprenticeships.org/apprenticeship-standards/senior-leader/>   1. L6 Chartered Manager\*   <https://www.instituteforapprenticeships.org/apprenticeship-standards/chartered-manager/>   1. L4 Associate Project Manager   <https://www.instituteforapprenticeships.org/apprenticeship-standards/associate-project-manager/>   1. L3 Learning Mentor   <https://www.instituteforapprenticeships.org/apprenticeship-standards/learning-mentor/>   1. L3 Business Improvement technician   [Improvement technician / Institute for Apprenticeships and Technical Education](https://www.instituteforapprenticeships.org/apprenticeship-standards/improvement-technician-v1-0)   1. L4 Business Improvement Practitioner   [Improvement practitioner / Institute for Apprenticeships and Technical Education](https://www.instituteforapprenticeships.org/apprenticeship-standards/improvement-practitioner-v1-0)   1. L5 Business Improvement Specialist   [Improvement specialist / Institute for Apprenticeships and Technical Education](https://www.instituteforapprenticeships.org/apprenticeship-standards/improvement-specialist-v1-0)   1. L6 Business Improvement Leader   [Improvement leader / Institute for Apprenticeships and Technical Education](https://www.instituteforapprenticeships.org/apprenticeship-standards/improvement-leader-v1-0)  11.L6 Project Manager (integrated Degree)  [https://www.instituteforapprenticeships.org/apprenticeship-standards/project- manager-integrated-degree-v1-0](https://www.instituteforapprenticeships.org/apprenticeship-standards/project-%09manager-integrated-degree-v1-0)     1. L5 Coaching Professional   [https://www.instituteforapprenticeships.org/apprenticeship-standards/coaching- professional-v1-0](https://www.instituteforapprenticeships.org/apprenticeship-standards/coaching-%09professional-v1-0)   1. L7 Systems Thinking Practitioner   <https://www.instituteforapprenticeships.org/apprenticeship-standards/systems-thinking-practitioner-v1-0>  \*please note these qualifications are also included in Lot 3 – Apprenticeships based in Maintained Schools |

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| **Lot 2 Digital Apprenticeship training** |
| |  | | --- | | The scope of Lot 2 will include the Apprenticeship Standards listed below, and any other Digital Apprenticeship Standards that are subsequently approved for delivery and published providing they fall within the broad heading of this Lot |  1. L3 IT Solutions Technician <https://www.instituteforapprenticeships.org/apprenticeship-standards/it-solutions-technician-v1-0> 2. L4 Applications Support Lead   [https://www.instituteforapprenticeships.org/apprenticeship-standards/applications- support-lead-v1-0](https://www.instituteforapprenticeships.org/apprenticeship-standards/applications-%09support-lead-v1-0)   1. L3 Information Communications Technician   <https://www.instituteforapprenticeships.org/apprenticeship-standards/information-communications-technician-v1-0>   1. L3 Cyber Security Technician   <https://www.instituteforapprenticeships.org/apprenticeship-standards/cyber-security-technician-v1-0>   1. L4 Cyber Security Technologist   <https://www.instituteforapprenticeships.org/apprenticeship-standards/cyber-security-technician-v1-0>   1. L6 Cyber Security Technical Professional   [https://www.instituteforapprenticeships.org/apprenticeship-standards/cyber-security- technical-professional-integrated-degree-v1-0](https://www.instituteforapprenticeships.org/apprenticeship-standards/cyber-security-%09technical-professional-integrated-degree-v1-0)   1. L6 Digital & Technology Solutions Professional (integrated degree)   <https://www.instituteforapprenticeships.org/apprenticeship-standards/digital-and-technology-solutions-professional-integrated-degree-v1-1>   1. L7 Digital & technology Solutions Specialist (integrated degree)   <https://www.instituteforapprenticeships.org/apprenticeship-standards/digital-and-technology-solutions-specialist-integrated-degree-v1-0>   1. L7 Artificial Intelligence (AI) Data Specialist   <https://www.instituteforapprenticeships.org/apprenticeship-standards/artificial-intelligence-ai-data-specialist-v1-0>   1. L4 Data Analyst   <https://www.instituteforapprenticeships.org/apprenticeship-standards/data-analyst-v1-1>   1. L3 Data Technician   <https://www.instituteforapprenticeships.org/apprenticeship-standards/data-technician-v1-0>   1. L6 Data Scientist (integrated degree)   <https://www.instituteforapprenticeships.org/apprenticeship-standards/data-scientist-integrated-degree-v1-0>   1. L4 Business Analyst   <https://www.instituteforapprenticeships.org/apprenticeship-standards/business-analyst-v1-1> |

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| **Lot 3 Apprenticeships based in Maintained Schools** |
| The scope of Lot 3 will include the Apprenticeship Standards listed below, and any other Specific School Apprenticeship Standards that are subsequently approved for delivery and published providing they fall within the broad heading of this Lot   1. L2 Production Chef   [https://www.instituteforapprenticeships.org/apprenticeship-standards/production- chef-v1-0](https://www.instituteforapprenticeships.org/apprenticeship-standards/production-%09chef-v1-0)   1. L2 Property Maintenance Operative   [https://www.instituteforapprenticeships.org/apprenticeship-standards/property- maintenance-operative-v1-0](https://www.instituteforapprenticeships.org/apprenticeship-standards/property-%09maintenance-operative-v1-0)   1. L4 School Business Professional   [https://www.instituteforapprenticeships.org/apprenticeship-standards/school- business-professional/](https://www.instituteforapprenticeships.org/apprenticeship-standards/school-%09business-professional/)   1. L7 Senior Leadership (Schools)   <https://www.instituteforapprenticeships.org/apprenticeship-standards/senior-leader/>   1. L3 Team Leader/Supervisor (Schools)   [https://www.instituteforapprenticeships.org/apprenticeship-standards/team-leader- supervisor/](https://www.instituteforapprenticeships.org/apprenticeship-standards/team-leader-%09supervisor/)   1. L5 Operational/Departmental Manager (Schools)   [https://www.instituteforapprenticeships.org/apprenticeship-standards/operations- departmental-manager/](https://www.instituteforapprenticeships.org/apprenticeship-standards/operations-%09departmental-manager/)   1. L3 Senior Production Chef   [https://www.instituteforapprenticeships.org/apprenticeship-standards/senior- production-chef-v1-3](https://www.instituteforapprenticeships.org/apprenticeship-standards/senior-%09production-chef-v1-3)   1. L2 Early Years Practitioner   https://www.instituteforapprenticeships.org/apprenticeship-standards/early-years-practitioner-v1-0     1. L3 Early Years Educator   <https://www.instituteforapprenticeships.org/apprenticeship-standards/early-years-educator-v1-2>   1. L3 Teaching Assistant   <https://www.instituteforapprenticeships.org/apprenticeship-standards/early-years-educator-v1-2>   1. L4 Assessor Coach   <https://www.instituteforapprenticeships.org/apprenticeship-standards/assessor-coach-v1-0>   1. L6 Chartered Manager – degree (Schools)   <https://www.instituteforapprenticeships.org/apprenticeship-standards/chartered-manager-degree-v1-0>   1. L5 Early Years Lead Practitioner   <https://www.instituteforapprenticeships.org/apprenticeship-standards/early-years-lead-practitioner-v1-0>   1. L6 Teacher   <https://www.instituteforapprenticeships.org/apprenticeship-standards/teacher-v1-0>   1. L7 Special Educational Needs Co-ordinator (SENCO) – in development   <https://www.instituteforapprenticeships.org/apprenticeship-standards/special-educational-needs-coordinator-senco> |

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| **Lot 4 Adults & Childrens Services** |
| The scope of Lot 4 will include the Apprenticeship Standards listed below, and any other Apprenticeship Standards within Adults & Children’s Services that are subsequently approved for delivery and published providing they fall within the broad heading of this Lot   1. L2 Adult Care Worker   [https://www.instituteforapprenticeships.org/apprenticeship-standards/adult-care- worker/](https://www.instituteforapprenticeships.org/apprenticeship-standards/adult-care-%09worker/)   1. L3 Lead Adult Care Worker   [https://www.instituteforapprenticeships.org/apprenticeship-standards/lead-adult-care- worker/](https://www.instituteforapprenticeships.org/apprenticeship-standards/lead-adult-care-%09worker/)   1. L4 Lead Practitioner in Adult Care   <https://www.instituteforapprenticeships.org/apprenticeship-standards/lead-practitioner-in-adult-care-v1-0>   1. L4 Children, Young Peoples & Families Practitioner <https://www.instituteforapprenticeships.org/apprenticeship-standards/children-young-people-and-families-practitioner-v1-0> 2. L5 Children, Young Peoples & families Manager   <https://www.instituteforapprenticeships.org/apprenticeship-standards/children-young-people-and-families-manager-v1-0>   1. L5 Leader in Adult care   <https://www.instituteforapprenticeships.org/apprenticeship-standards/leader-in-adult-care-v1-0>  7. L6 Social Work degree  [https://www.instituteforapprenticeships.org/apprenticeship-standards/leader-in-adult- care-v1-0](https://www.instituteforapprenticeships.org/apprenticeship-standards/leader-in-adult-%09care-v1-0)    8. L6 Occupational Therapy degree  [https://www.instituteforapprenticeships.org/apprenticeship-standards/occupational- therapist-integrated-degree-v1-1](https://www.instituteforapprenticeships.org/apprenticeship-standards/occupational-%09therapist-integrated-degree-v1-1)  9. L4 Rehabilitation Worker – Visual Impairment  [https://www.instituteforapprenticeships.org/apprenticeship-standards/rehabilitation- worker-visual-impairment-v1-0](https://www.instituteforapprenticeships.org/apprenticeship-standards/rehabilitation-%09worker-visual-impairment-v1-0)  10.L3 Youth Support worker  [https://www.instituteforapprenticeships.org/apprenticeship-standards/youth-support- worker-v1-0](https://www.instituteforapprenticeships.org/apprenticeship-standards/youth-support-%09worker-v1-0)  11.L5 Youth Justice Practitioner  [https://www.instituteforapprenticeships.org/apprenticeship-standards/youth-justice- practitioner-v1-0](https://www.instituteforapprenticeships.org/apprenticeship-standards/youth-justice-%09practitioner-v1-0)  12.L6 Youth Worker  [https://www.instituteforapprenticeships.org/apprenticeship-standards/youth-worker-v1- 0](https://www.instituteforapprenticeships.org/apprenticeship-standards/youth-worker-v1-%090)  13.L4 Early Intervention Practitioner  [https://www.instituteforapprenticeships.org/apprenticeship-standards/early- intervention-practitioner-v1-0](https://www.instituteforapprenticeships.org/apprenticeship-standards/early-%09intervention-practitioner-v1-0)   1. L6 Public Health Practitioner (integrated degree)   <https://www.instituteforapprenticeships.org/apprenticeship-standards/public-health-practitioner-integrated-degree-v1-0> |

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| **Lot 5. Business Administration, Customer Service & HR** |
| The scope of Lot 5 will include the Apprenticeship Standards listed below, and any other Business Administration or Customer Service Care Apprenticeship Standards that are subsequently approved for delivery and published providing they fall within the broad heading of this Lot   1. L2 Customer Service Practitioner   [https://www.instituteforapprenticeships.org/apprenticeship-standards/customer- service-practitioner-v1-1](https://www.instituteforapprenticeships.org/apprenticeship-standards/customer-%09service-practitioner-v1-1)   1. L3 Customer Service Specialist   <https://www.instituteforapprenticeships.org/apprenticeship-standards/customer-service-specialist-v1-0>   1. L3 Business Administrator\*   <https://www.instituteforapprenticeships.org/apprenticeship-standards/business-administrator-v1-0>   1. L5 Coaching Professional   [https://www.instituteforapprenticeships.org/apprenticeship-standards/coaching- professional-v1-0](https://www.instituteforapprenticeships.org/apprenticeship-standards/coaching-%09professional-v1-0)   1. L3 HR Support   <https://www.instituteforapprenticeships.org/apprenticeship-standards/hr-support/>  6. L5 HR Consultant/Partner  [https://www.instituteforapprenticeships.org/apprenticeship-standards/hr-consultant- partner/](https://www.instituteforapprenticeships.org/apprenticeship-standards/hr-consultant-%09partner/)   1. L7 Senior People Professional   <https://www.instituteforapprenticeships.org/apprenticeship-standards/senior-people-professional-v1-0> |

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| **Lot 6. Finance, Audit & Compliance** |
| The scope of Lot 6 will include the Apprenticeship Standards listed below, and any other Finance Apprenticeship Standards that are subsequently approved for delivery and published providing they fall within the broad heading of this Lot   1. L2 Account or Finance Assistant   [https://www.instituteforapprenticeships.org/apprenticeship-standards/accounts-or- finance-assistant-v1-0](https://www.instituteforapprenticeships.org/apprenticeship-standards/accounts-or-%09finance-assistant-v1-0)   1. L3 Assistant Accountant   [https://www.instituteforapprenticeships.org/apprenticeship-standards/assistant- accountant/](https://www.instituteforapprenticeships.org/apprenticeship-standards/assistant-%09accountant/)   1. L4 Professional Accounting/taxation technician   [https://www.instituteforapprenticeships.org/apprenticeship-standards/professional- accounting-taxation-technician/](https://www.instituteforapprenticeships.org/apprenticeship-standards/professional-%09accounting-taxation-technician/)   1. L7 Accountancy/Taxation Professional   [https://www.instituteforapprenticeships.org/apprenticeship-standards/accountancy- taxation-professional/](https://www.instituteforapprenticeships.org/apprenticeship-standards/accountancy-%09taxation-professional/)   1. L4 Internal Audit Practitioner   [https://www.instituteforapprenticeships.org/apprenticeship-standards/internal-audit- practitioner/](https://www.instituteforapprenticeships.org/apprenticeship-standards/internal-audit-%09practitioner/)   1. L7 Internal Audit Professional   [https://www.instituteforapprenticeships.org/apprenticeship-standards/internal-audit- professional/](https://www.instituteforapprenticeships.org/apprenticeship-standards/internal-audit-%09professional/)   1. L4 Intelligence Analyst   <https://www.instituteforapprenticeships.org/apprenticeship-standards/intelligence-analyst-v1-0>   1. L4 Policy Officer   <https://www.instituteforapprenticeships.org/apprenticeship-standards/policy-officer-v1-0>   1. L4 Data Protection & Information Governance Practitioner   <https://www.instituteforapprenticeships.org/apprenticeship-standards/data-protection-and-information-governance-practitioner-v1-0>   1. L3 Safety, Health & environment technician   <https://www.instituteforapprenticeships.org/apprenticeship-standards/safety-health-and-environment-technician-v1-2>   1. L7 Risk & Safety Management Professional (degree)   <https://www.instituteforapprenticeships.org/apprenticeship-standards/risk-and-safety-> management-professional-degree-v1-0   1. L4 Counter Fraud investigator   <https://www.instituteforapprenticeships.org/apprenticeship-standards/counter-fraud-investigator-v1-0> |

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| **Lot 7. Construction & Engineering** |
| The scope of Lot 7 will include the Apprenticeship Standards listed below, and any other Construction Apprenticeship Standards that are subsequently approved for delivery and published providing they fall within the broad heading of this Lot   1. L3 Civil Engineering Technician   [https://www.instituteforapprenticeships.org/apprenticeship-standards/civil- engineering-technician/](https://www.instituteforapprenticeships.org/apprenticeship-standards/civil-%09engineering-technician/)   1. L6 Civil Engineer Degree   [https://www.instituteforapprenticeships.org/apprenticeship-standards/civil-engineer- degree/](https://www.instituteforapprenticeships.org/apprenticeship-standards/civil-engineer-%09degree/)   1. L3 Surveying technician   [https://www.instituteforapprenticeships.org/apprenticeship-standards/surveying- technician/](https://www.instituteforapprenticeships.org/apprenticeship-standards/surveying-%09technician/)   1. L3 Transport Planning Technician   [https://www.instituteforapprenticeships.org/apprenticeship-standards/transport- planning-technician/](https://www.instituteforapprenticeships.org/apprenticeship-standards/transport-%09planning-technician/)   1. L6 Transport Planner (integrated degree)   [https://www.instituteforapprenticeships.org/apprenticeship-standards/transport- planner-integrated-degree-v1-0](https://www.instituteforapprenticeships.org/apprenticeship-standards/transport-%09planner-integrated-degree-v1-0)   1. L6 Chartered Surveyor   <https://www.instituteforapprenticeships.org/apprenticeship-standards/chartered-surveyor-degree/>  7. L3 Installation Electrician & Maintenance Electrician  [https://www.instituteforapprenticeships.org/apprenticeship-standards/installation- electrician-and-maintenance-electrician-v1-0](https://www.instituteforapprenticeships.org/apprenticeship-standards/installation-%09electrician-and-maintenance-electrician-v1-0)   1. L3 Plumbing & Domestic Heating technician   [https://www.instituteforapprenticeships.org/apprenticeship-standards/plumbing-and- domestic-heating-technician-v1-0](https://www.instituteforapprenticeships.org/apprenticeship-standards/plumbing-and-%09domestic-heating-technician-v1-0)   1. L3 Gas Engineering Operative   [https://www.instituteforapprenticeships.org/apprenticeship-standards/gas-engineering- operative-v1-1](https://www.instituteforapprenticeships.org/apprenticeship-standards/gas-engineering-%09operative-v1-1)  10. L7 Chartered Town Planner  <https://www.instituteforapprenticeships.org/apprenticeship-standards/chartered-town-planner-degree-v1-0>  11.L4 town Planning Assistant  [https://www.instituteforapprenticeships.org/apprenticeship-standards/town-planning- assistant-v1-0](https://www.instituteforapprenticeships.org/apprenticeship-standards/town-planning-%09assistant-v1-0)   1. L4 Construction Quantity Surveying Technician   <https://www.instituteforapprenticeships.org/apprenticeship-standards/construction-quantity-surveying-technician-v1-0>   1. L6 Construction Quantity Surveyor   <https://www.instituteforapprenticeships.org/apprenticeship-standards/construction-quantity-surveying-technician-v1-0>   1. L6 Construction Site Management   <https://www.instituteforapprenticeships.org/apprenticeship-standards/construction-site-management-degree-v1-0>   1. L4 Construction site Supervisor   <https://www.instituteforapprenticeships.org/apprenticeship-standards/construction-site-supervisor-v1-0> |

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| **Lot 8. Facilities Management** |
| 1. L2 Facilities Services Operative   <https://www.instituteforapprenticeships.org/apprenticeship-standards/construction-site-supervisor-v1-0>   1. L3 Facilities Management Supervisor   <https://www.instituteforapprenticeships.org/apprenticeship-standards/facilities-management-supervisor/>   1. L4 Facilities Manager   [https://www.instituteforapprenticeships.org/apprenticeship-standards/facilities- manager-v1-0](https://www.instituteforapprenticeships.org/apprenticeship-standards/facilities-%09manager-v1-0)   1. L6 Senior/Head of Facilities Management (integrated degree)   <https://www.instituteforapprenticeships.org/apprenticeship-standards/senior-head-of-facilities-management-degree/> |

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| **Lot. 9 Legal Services & Procurement** |
| 1. L3 Paralegal   <https://www.instituteforapprenticeships.org/apprenticeship-standards/?keywords=paralegal>   1. L6 Chartered Legal Executive   <https://www.instituteforapprenticeships.org/apprenticeship-standards/chartered-legal-executive/>   1. L7 Solicitor   <https://www.instituteforapprenticeships.org/apprenticeship-standards/solicitor/>   1. L4 Commercial Procurement & Supply   <https://www.instituteforapprenticeships.org/apprenticeship-standards/commercial-procurement-and-supply-formerly-public-sector-commercial-professional/>   1. L3 Procurement and Supply Assistant   <https://www.instituteforapprenticeships.org/apprenticeship-standards/procurement-and-supply-assistant-v1-0> |

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| **LOT 10. Fire Safety & Regulatory Services** |
| 1. L4 Fire Safety Inspector <https://www.instituteforapprenticeships.org/apprenticeship-standards/fire-safety-inspector/> 2. L3 Business Fire Safety Advisor   [https://www.instituteforapprenticeships.org/apprenticeship- standards/business-fire-safety-advisor/](https://www.instituteforapprenticeships.org/apprenticeship-%09standards/business-fire-safety-advisor/)   1. L3 Operational Fire Fighter   [https://www.instituteforapprenticeships.org/apprenticeship- standards/operational-firefighter/](https://www.instituteforapprenticeships.org/apprenticeship-%09standards/operational-firefighter/)   1. L4 Regulatory Compliance Officer   [https://www.instituteforapprenticeships.org/apprenticeship- standards/regulatory-compliance-officer/](https://www.instituteforapprenticeships.org/apprenticeship-%09standards/regulatory-compliance-officer/)   1. L3 Heavy Vehicle Service & Maintenance Technician   <https://www.instituteforapprenticeships.org/apprenticeship-standards/heavy-vehicle-service-and-maintenance-technician-v1-1>   1. L3 Motor Vehicle Service & Maintenance Technician (light vehicle)   <https://www.instituteforapprenticeships.org/apprenticeship-standards/motor-vehicle-service-and-maintenance-technician-light-vehicle-v1-3>   1. L3 Community Safety Advisor   <https://www.instituteforapprenticeships.org/apprenticeship-standards/community-safety-advisor-v1-0> |

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| **LOT 11. Environmental, Cultural & Community** |
| 1. L3 Cultural Learning & Participation Officer   <https://www.instituteforapprenticeships.org/apprenticeship-standards/cultural-learning-and-participation-officer-v1-0>   1. L3 Outdoor Activity instructor   <https://www.instituteforapprenticeships.org/apprenticeship-standards/outdoor-activity-instructor-v1-0>   1. L5 Outdoor Learning Specialist   <https://www.instituteforapprenticeships.org/apprenticeship-standards/outdoor-learning-specialist-v1-0>   1. L3 Library Information & Archive Services Assistant <https://www.instituteforapprenticeships.org/apprenticeship-standards/library-information-and-archive-services-assistant-v1-0> 2. L2 Arborist   [https://www.instituteforapprenticeships.org/apprenticeship- standards/arborist-v1-0](https://www.instituteforapprenticeships.org/apprenticeship-%09standards/arborist-v1-0)   1. L4 Arboriculturist   <https://www.instituteforapprenticeships.org/apprenticeship-standards/arboriculturist-v1-0>   1. L6 Professional Arboriculturist   <https://www.instituteforapprenticeships.org/apprenticeship-standards/professional-arboriculturist-v1-0>   1. L4 Cultural Heritage Conservation Technician   <https://www.instituteforapprenticeships.org/apprenticeship-standards/cultural-heritage-conservation-technician-v1-0>   1. L6 Cultural Heritage Conservator (degree)   <https://www.instituteforapprenticeships.org/apprenticeship-standards/cultural-heritage-conservator-degree-v1-0>   1. L4 Public relations & Communications Assistant   <https://www.instituteforapprenticeships.org/apprenticeship-standards/public-relations-and-communications-assistant-v1-0> |