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# The Register of Apprentice Assessment Organisations

*An introduction to the Register and the criteria for entry*

September 2016



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# Introduction to the Register

We have created the Register of Apprentice Assessment Organisations (the Register) for employers.

It is a list of organisations that have been assessed as being suitable to conduct independent end-point assessment of apprentices and be in receipt of public funds.

Only organisations on the Register can be selected to undertake the end-point assessment of apprentices.



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# How the Register will assist employers

Employers will use the Register to select an organisation to undertake end-point assessment for them. The lead training provider will contract with the end-point assessment organisation, on behalf of the employer.

Employers determine which organisation they will select and the process for selection.

We have a guide for employers so the purpose of the Register is clear.



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# What is end-point assessment?

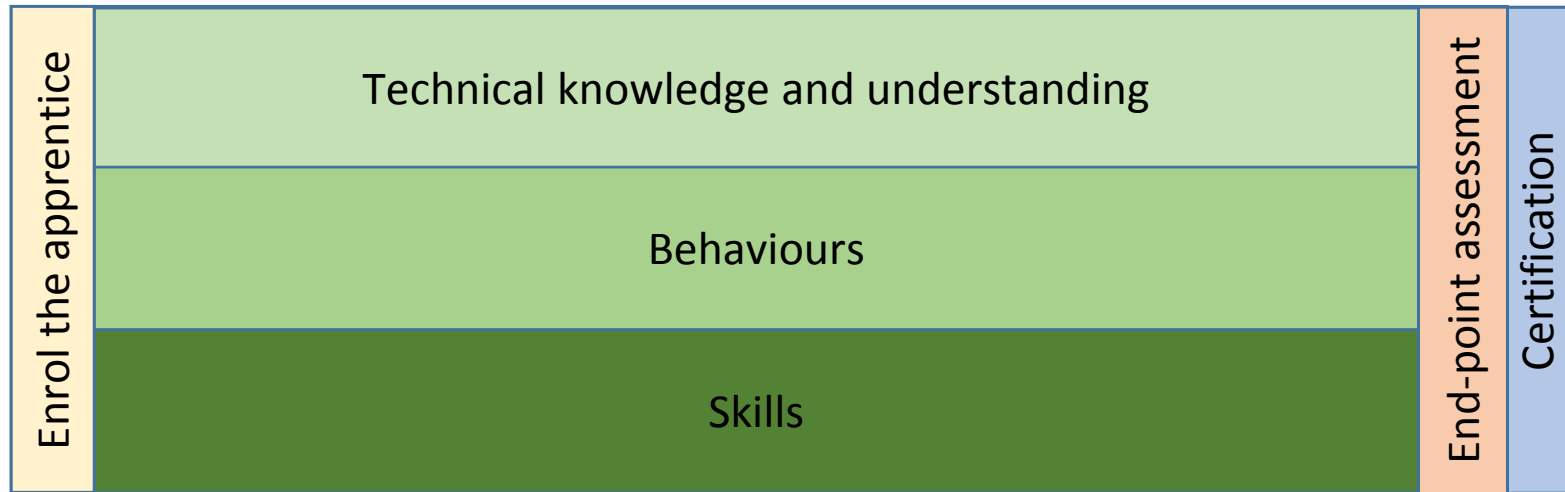
End-point assessment is separate to any qualifications or other assessment that the apprentice may undertake during training.

Assessments will either be delivered by an independent third party or in such a way that no party who has been involved in delivery of the apprenticeship can make the sole decision on competence and passing the end-point assessment.



# How end-point assessment works

Each Standard has different content. But all of them have common elements, that must take place in sequence.



The apprentice **cannot** complete and achieve their apprenticeship without passing the end-point assessment.



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# The end-point assessment process

End-point assessment involves an organisation:

- conducting synoptic and independent end-point assessment of apprentices
- adhering to any specific arrangements or additional criteria set out in the assessment plan
- quality assuring the end-point assessments they deliver
- identifying and recording when the apprentice has passed the end-point assessment process
- adhering to external quality assurance requirements



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# The end-point assessment organisation

An end-point assessment organisation must:

- have relevant occupational experience of the standard
- have relevant assessment experience and expertise
- robustly manage conflicts of interest
- provide Quality Assurance of their activity

An end-point assessment organisation cannot:

- deliver the learning elements to the same apprentice
- deliver end-point assessment to non-apprentices



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# Application process

We publish a list of the Standards and their assessment plans we will accept applications for on [Gov.uk](https://www.gov.uk).

Only once an assessment plan is published it can be included in the Register application process.

The Register is not part of our procurement for services. The Agency will not be entering into a contract with organisations on the Register.





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# Readiness to apply

Before applying make sure you can evidence:

- up-to-date occupational experience and competence in one or more of the occupational areas covered by the standard and assessment plan
- the capacity and capability to deliver end-point assessment in one or more of the occupational areas covered by the standard, including meeting requirements around independence of assessment
- internal quality assurance procedures in place in relation to end-point assessment

Applicants must be legal entities. This does not preclude applicants working with other organisations to deliver end-point assessment offer.



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# The application form

The application has four sets of questions. Each one gives us information about the applicant and their suitability to be an end-point assessment organisation:

Information about the organisation	Their financial governance & Financial self-assessment	The organisations occupational capacity & capability	The organisations assessment capacity & capability
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# Making an application

We use the Bravo Solution [portal](#) for this process as it is the most suitable platform we have for managing the application process securely and efficiently.

The Register opens every month for applications. We take any new applications for review at the end of each month. For a few days each month the application will not be available whilst we update it.

Any application needs to answer the questions asked and reflect the requirements of the assessment plan/s.

There is no limit to the number of applications an organisation can make.



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# Publishing the Register

- We only update it when new information needs to be added:  
<https://www.gov.uk/government/publications/register-of-apprentice-assessment-organisations>
- We publish each organisation's name, contact details and a summary of information taken from the application.
- We can share with an employer other information from the application, if they request it to support their selection process.
- We may remove an organisation from the Register if we have evidence that they no longer meet the Register's requirements.



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## Further information

More detailed descriptions of the role of the end-point assessment organisation and the application process are available in the guidance here:

<https://skillsfundingagency.bravosolution.co.uk/web/login.shtml>

The Funding Rules for Trailblazer apprenticeships can be found here:

<https://www.gov.uk/government/publications/sfa-funding-rules-2015-to-2016>

Information on the Trailblazer process and individual Standards and their Assessment Plans can be found here:

<https://www.gov.uk/government/collections/apprenticeship-standards>

We have a message function within the Register section of the Bravo Solution portal for applicants to ask questions about the process.