



Guidance

# Information for training providers on submitting your apprenticeship training provision through Publish to the course directory

Updated 25 March 2020

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Find apprenticeship training is an online search facility that employers can use to find apprenticeship standards or frameworks and identify approved providers that can deliver training.

The information will be collected through Publish to the course directory. Providers need to provide information about:

- their organisation
- the apprenticeships they offer
- the geographical areas they cover

The information you submit will be displayed on the apprenticeship service once you have been accepted as a main provider onto the Register of apprenticeships training providers (RoATP).

The information will be quality assured against guidance given in the user guide to confirm you meet the required style and compliance standards. We may ask you to make some changes if your information does not comply.

If you are, or apply to be, on the RoATP through the [employer provider route or the supporting provider route](#), you do not need to submit your apprenticeship information to Publish to the course directory because your information will not be visible on the apprenticeship service.

## 1. Data quality assurance

Providers who are new to the RoATP and submitting provider and apprenticeship information for the first time on Publish to the course directory will have their data quality assured for style and compliance.

If you have already passed quality assurance and your apprenticeship information is displayed on the apprenticeship service, you can manage your apprenticeship training courses and locations in [Publish to the course directory](#).

## 2. Provider information

This is a brief description of your organisation written for employers which will appear for all of your listed apprenticeships. This information will be quality assured.

This section gives you the opportunity to tell employers about your organisation. You should include information that will help employers understand more about your organisation as providers of apprenticeship training courses and why they might want to choose you to deliver their apprenticeship training.

## 3. Apprenticeship training information

This is your opportunity to provide information about your apprenticeship training course for an employer audience.

You can use this section to tell employers about:

- apprenticeships which are currently available for delivery and which you are able to offer to employers
- specific information about the apprenticeship and how the apprenticeship training is structured
- how you will deliver the apprenticeship training to the employer
- any specialist training facilities and equipment you have for apprentices
- how the apprentice will be supported during the apprenticeship
- any element of the training which may be delivered by a subcontractor
- a minimum cohort size for your apprenticeship training course for employers'

## 4. Style and compliance

The content for your provider information and your apprenticeship training information will be quality assured against style and compliance. Your information should be aimed at an employer audience and not for individuals or potential apprentices.

Your apprenticeship training course information should be referred to as an 'apprenticeship', 'training' or 'apprenticeship training course' and aimed at an 'apprentice'. Your information should be clear and concise and aim to follow the [Government Digital Service \(GDS\) style guide](#).

Make sure you do not:

- make unverifiable claims – for example: 'we are the best in the country'; where you make a claim, you should include the source you are quoting
- use wording such as "unique" or "the leading" about your organisation unless you can substantiate this
- list the content of the apprenticeship, for example, learning aim titles or level; this information is already contained in the apprenticeship summary information pages
- include job roles apprentices could do as these are included elsewhere
- name specific employers
- mention non-apprenticeship provision, for example a traineeship
- include information already in your profile on Find an apprenticeship training (for example, Ofsted grades, reviews or satisfaction results)
- use the term 'standard', 'framework' or 'qualification'
- use a capital letter for 'apprenticeship'
- use the term 'learner' or student'

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