

## What to look for in an apprenticeship technology solution

A guide for Independent Training Providers (ITPs)



From compliance to quality, apprenticeship delivery can be complex. Procuring the right technology to support your provision is key.

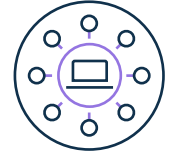
Perhaps you are an experienced apprenticeship provider undertaking a systems review to ensure you are using the best systems for your organisation. Or maybe you are in the early days of apprenticeship provision, keen to pave the way for growth through the software you procure.

Changing to a new technology provider rightly involves careful consideration. In this guide, we offer an overview of what to look for when selecting your next apprenticeship technology solution.

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## Capability to deliver fully end-to-end apprenticeship provision



It's common for IT leaders to want to consolidate systems and streamline operations. An end-to-end apprenticeship system supports that goal, resulting in proven significant cost savings for your organisation.

This lessens the need to manually manage data, and reduces entry duplication across multiple systems. Alongside this comes the importance of having 'one version of the truth'. For any organisation, but especially ones dealing with large quantities of information like ITPs, ensuring there are no disparities between data is essential.

This has been a common issue faced by training providers who do not use an end-to-end technology solution but instead rely on keeping information up-to-date

on multiple systems. It is time consuming and challenging to correct any data inconsistencies across multiple platforms.

An end-to-end technology solution for apprenticeships ensures all data is provided in one place and removes the need to use various management information systems, Learning Management Systems or ePortfolios. As a result, data discrepancies are avoided and the process of managing data is streamlined, saving training providers valuable time and effort.



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## Compliance and quality assurance



Finding a system that helps to maintain compliance is essential when delivering government-funded programmes.

ITPs are audited financially through the ESFA and in educational standards through Ofsted. Therefore, digital data must be captured accurately and follow all funding rules and guidance, within the apprenticeship platform. A training provider should be able to request, record, approve and track any change of circumstances or data issues using an end-to-end solution.

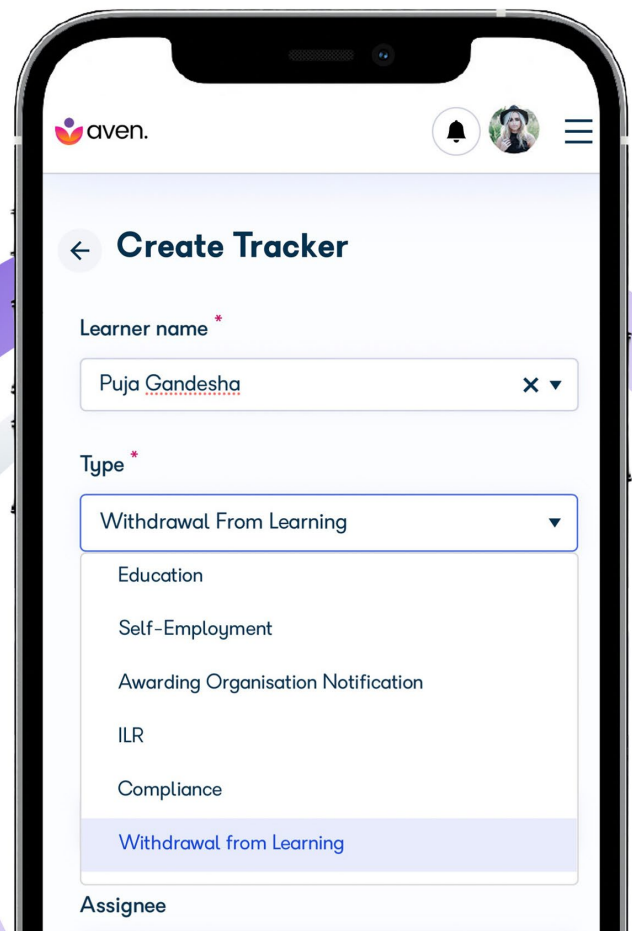
This also provides the ability to flag an issue on a particular learner record and track it through to resolution without having to manage this externally through spreadsheets.

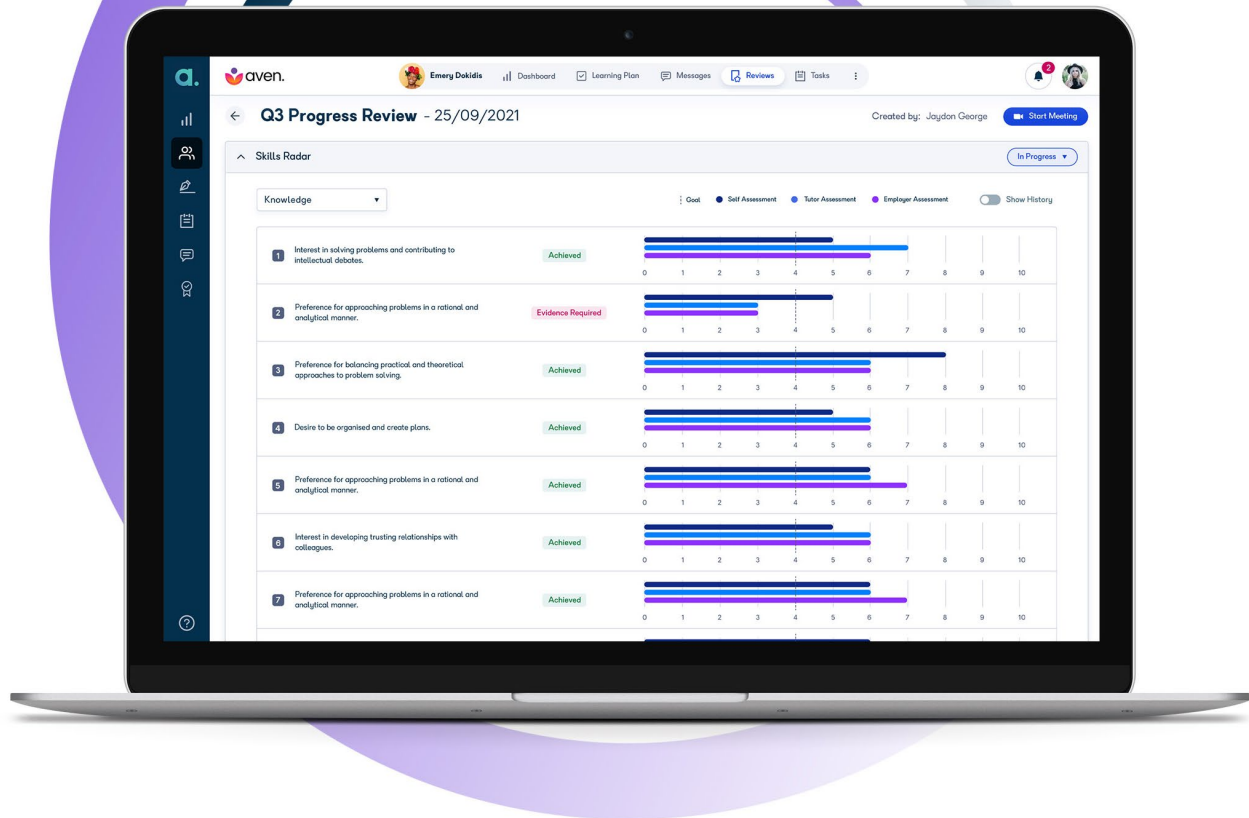
Your system should support your goals of error-free data submissions. Faults in the data could lead to it being rejected by the ESFA. When this process is subject to automation there is a far lower chance of error. Complex processes, such as completing the Individual Learner Record (ILR) file, become faster and less problematic.



Previously it took a full-time employee one month to submit the ILR. With Aptem it now takes seconds.

### BMS Progress





## Importance of accurate starting points and continuous progress tracking



For a training provider, focusing on how learners are progressing with their studies is key to ensuring that goals are achieved and standards of training delivery evolve to meet relevant requirements.

Look for a built-in skills scan tool that can be completed by the learner, employer and coach; and where all scores are recorded and tracked to demonstrate progression against the competency levels. Including all three participants minimises risk, ensuring accurate starting points and record of progression.

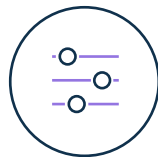
An end-to-end technology solution, using a fully integrated learning management system and a content delivery mechanism

through the ePortfolio, can monitor how learners are progressing through the programme. Seeing how learning content is being consumed, for example how often students are viewing videos, can help to create an effective Learning Plan and ensure learners remain engaged – an Ofsted requirement.



## Easy-to-use interface

User experience is a key part of any training provision. It is important to find an end-to-end technology solution which focuses on creating the smoothest possible journey for learners, employers and tutors. Easy-to-navigate consoles and a clear and intuitive interface are basic requirements that a training provider should expect in an end-to-end solution. Additionally, a system that offers you the flexibility to customise the language enables you to tailor your programmes to your learners.

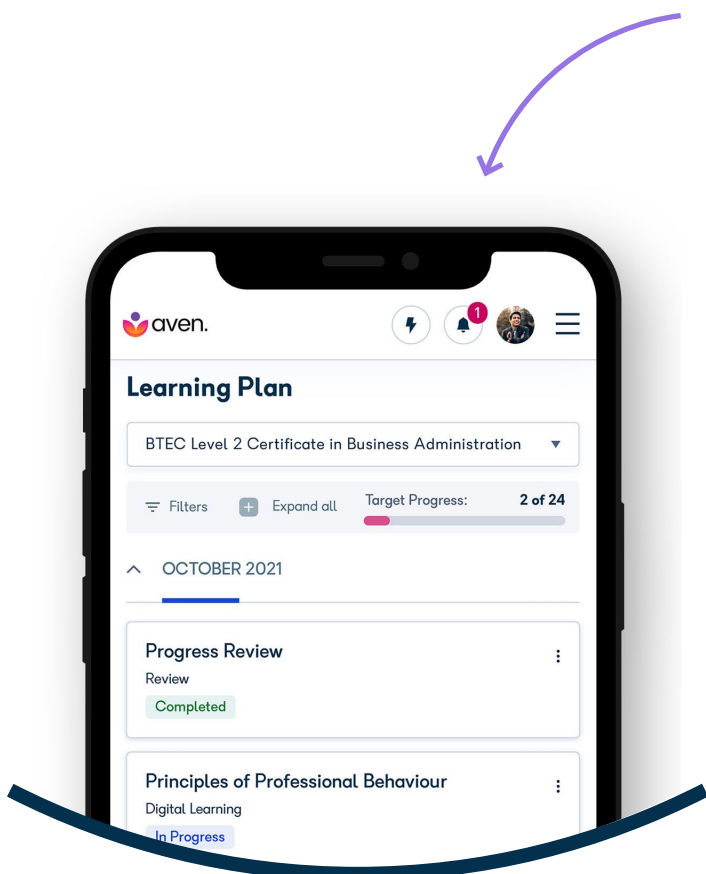


## Ability to customise the system

You will want to differentiate from your competitors and have the freedom to configure your apprenticeship management system to your unique organisation. A good system will allow you to add your own (or your employers') branding, change terminology to suit the audience, create your own questions for onboarding and reviews, and customise your programmes to your exact delivery model. Your technology should fit your processes, not restrict and stunt your growth potential.

Providers need to focus on giving each learner the best chance of success, which, naturally relies on personalised learning to appeal to each learner's own strengths, weaknesses and preferences.

In reality, this is a big ask of your coaches unless you have a flexible apprenticeship management system to support. Whether it's stretch learning or additional learning support, you should be able to customise and make mid-programme changes, without needing multiple versions of the same apprenticeship.



## A technology partner for the future



An end-to-end solution vendor should not just be a software house but instead a panel of subject matter experts, offering what is currently needed by the training provider, as well as looking ahead to what will be required in the future.

Your provider needs to be interested in what's on the horizon for your business, which areas you are likely to be focusing on in three to five years, and what far-off growth plans you might want to be considering now from a technology perspective. Configurability is again key to this approach.

Look for evidence of sustained product development - for example a published product roadmap and publicly available status pages that demonstrates confidence in service levels.



In Aptem we have found a partner that has a flexible system to meet the specific demands of high-quality degree apprenticeships and can evolve in line with our future needs and aspirations.

QA Ltd

Adopting a new technology is a large-scale change project. You need a partner that will help you and your team to implement it, use it and reap the rewards. This support will need to include:



A fully resourced development team that keeps the technology roadmap moving forward.



A dedicated Implementation Consultant to be with you every step of the way as your 'critical friend', advising and configuring the system to achieve your goals.



A Customer Success Manager to help you get the most from the system and to measure the impact it has on your organisation's growth, learner outcomes, employer engagement and compliance.



A support team available at the end of the phone and continuously updated training resources.

If you would like to speak to us about the Aptem Apprentice end-to-end solution for ITPs, please [book a demo](#) or visit our website for more information.

[www.aptem.co.uk/apprentice](http://www.aptem.co.uk/apprentice)

Aptem is one of the fastest-growing SaaS software companies to manage vocational training, skills and employability programmes. In addition to Aptem Apprentice, we offer a range of other solutions to support the development of vocational skills and re-employment.

- ✓ **Aptem Enrol**, remote onboarding of apprenticeship students, for colleges.
- ✓ **Aptem Employ**, a unique, flexible, award-winning employability system that helps to get people back into the workplace quickly and for the long term.
- ✓ **Aptem Skills**, our award-winning end-to-end delivery platform that enables fully compliant AEB course delivery and accelerates re-employment.
- ✓ **Aptem Commercial**, a complete solution to managing course applications, admissions, payment and reporting. It gives you full transparency across your commercial, short course or CPD offering.
- ✓ **Aptem Assess**, a cognitive assessment tool that enables you to seamlessly identify and respond to learning needs.



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