

Key Points to consider for companies applying to be on the RoTAP :-

Legal Obligations (for all your apprentices)
Safeguarding (for all your apprentices)
Prevent (for all your apprentices)
Register with the ICO
MI systems (for all your apprentices)
Ofsted, Quality systems in place, leadership information
(Course Directory Portal will need to be completed by successful applicants)

Document & Policy Required

Self-Assessment Report (SAR)

- How are staff and learners involved in the compilation of the provider SAR
- Discuss any issues arising from the provider SAR
- What is the overall grade of the SAR

Quality Development Plan (QDP)

- How is the QIP monitored and evidence of progression towards the QIP
- How are staff and learners involved in the compilation of the provider QIP
- Has there been any progress made towards the QIP
- Does the QIP need to be referred onto the Standards Team for further review to support the provider?

Health and Safety Policy

- Has there been any changes to the existing policy and if so why?
- Are the providers risk assessments up to date?
- Have there been any incidents or near misses and have they been recorded?
- Has any Health and Safety Training been delivered to staff

Equality and Diversity Policy & Implementation Plan

- How are staff and learners involved in developing the Equality and Diversity policy
- How do teaching staff challenge discrimination
- Discuss how learner feedback is used to identify any issues relating to Equality and Diversity and what action is the provider taking
- Discuss how Equality and Diversity events are offered to our learners
- Has there been any changes to the policy and if so why
- Has any Equality and Diversity Training been delivered to staff

Safeguarding Policy

- How are learners involved in developing the Safeguarding policy
- How are lessons learnt used to improve the Safeguarding policy
- Are there any welfare events planned? If so what are they
- Have there been any Safeguarding incidents relating to any learners
- Has any Safeguarding Training been delivered to staff trainers

Prevent Duty

- Each college will demonstrate that they are engaged with the Scottish FE Prevent network at a senior level through Regional Chairs

and Principals.”

- Who at senior level is the point of contact for implementation of PREVENT on behalf of the provider?
- Have staff attended PREVENT awareness training, is it planned?
- Is there a procedure in place for sharing information of a sensitive nature regarding vulnerable individuals? How are IT systems monitored for unacceptable activity?
- Do you have a PREVENT policy in place?
- Name and role of main contact?
- Has staff been trained in “Prevent” awareness?
- How is this policy to be communicated to learners?
- Is there a procedure in place for the sharing of sensitive information regarding vulnerable individuals?
- How are IT systems monitored for unacceptable activities?

Data Protection Policy – Registration with ICO (Information Commissioners Office)

- Who is responsible for the Data Protection policy
- Who is responsible for Data Security
- Is the provider registered with the ICO (Information Commissioners Office) and do we have a copy of the latest certificate on file

Sustainable Development/Environmental Policy & Implementation Plan

- Who is responsible for the Sustainable Development Policy?
- Is there a firm commitment to promoting sustainable development?
- Is there an implementation plan in place, does it look at minimising waste, recycling, reducing energy consumption and look at travel plans?
- Are staff and apprentices made aware of the policy and plan?
- Is training given to staff?
- How is the plan monitored?