



Education & Skills  
Funding Agency

# E-tendering portal guidance Register of apprenticeship training providers

September 2017

Of interest to organisations that want to access the register of apprenticeship training providers application questions through our e-tendering portal.

## Contents

- Before you start.
- Part A – How to register on the Education and Skills Funding Agency e-tendering portal.
- Part B – How to locate the RoATP application.
- Hints and tips

## Before you start

Before you begin, please read the [Joining the Register of Apprenticeship Training Providers – application instructions](#) available on [GOV.UK](#). There are three application routes. The one you choose will depend on how you wish to operate as a provider of apprenticeship training and who you wish to deliver to. Please refer to section 3 of the application guide. This will help you to pick the application route that you consider to be right for your organisation.

# Part A – How to register on the Education and Skills Funding Agency e-tendering portal.

If your organisation is already registered on the e-tendering portal, but you have forgotten your password, user details, or are unsure whether you hold an account, please contact [help@bravosolution.co.uk](mailto:help@bravosolution.co.uk) for advice.

1. If your organisation has not already done so, please register on the [e-tendering portal](#).



Select 'Click here to register'.

2. Read through the 'User Agreement'.



Click 'I agree' and click 'Next' to continue.

3. You are then directed to the registration form, which has two sections.
  - i. Organisation details.
  - ii. User details.

Complete the form and check that all your details are correct, then save the form.

**Tips:**  
Your organisation's name should be exactly as it appears on the UKRLP website.

You can add more than one email address to receive alerts by adding a semicolon (;) after each address you enter.

4. You will then receive an email from Bravo Solution containing your chosen username and a unique password. They will send this to the email address you entered as part of your registration.

**Tip:** If you have not received the registration email, please check your 'spam' or 'junk' folder: anti-spam software may have blocked it. Add the sender to your 'safe sender' list to prevent future messages from being blocked.

5. When you log into the e-tendering portal for the first time you will need to change your password; you have then successfully registered on the ESFA's e-tendering portal.

**Note:** if you are registering on the e-tendering portal to enter the register of apprenticeship training providers (RoATP), this is not the end of the process; you also need to complete part B (below).

# Part B – How to access the RoATP application

On the main page, select the 'PQQs open to all suppliers', option

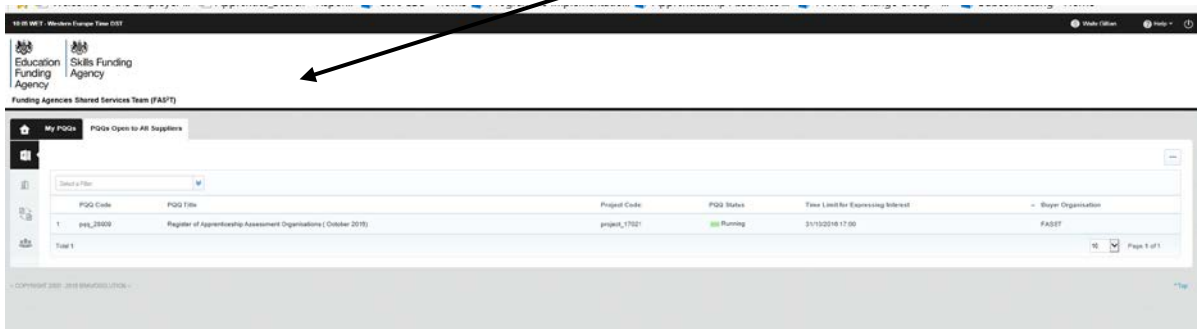


Select one of the 'Register of Apprenticeship Training Providers' PQQs

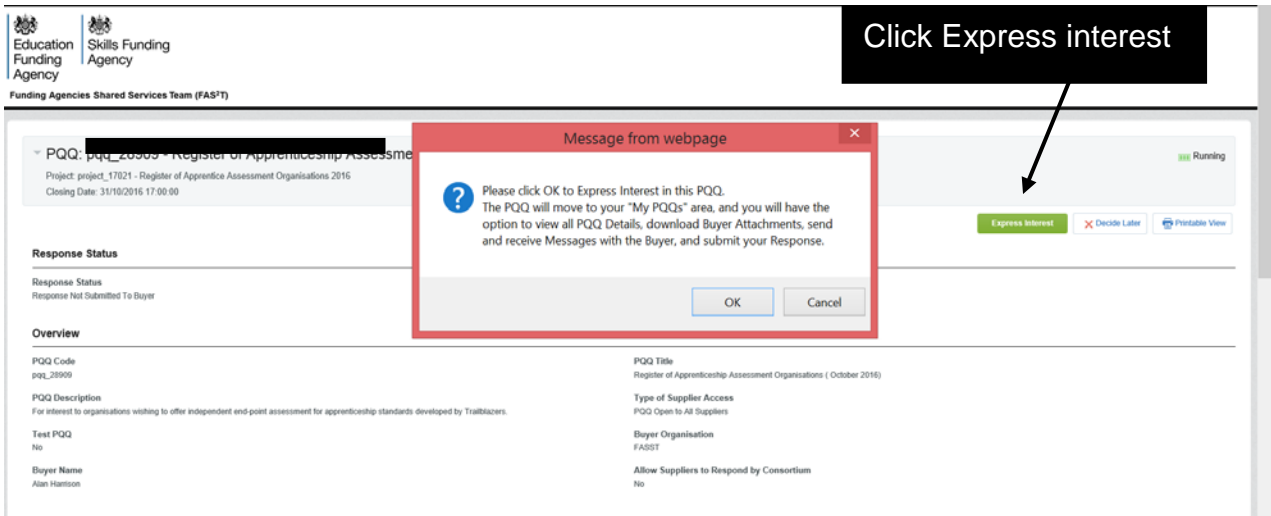
**PQQ 28937:** Main Route – Register of Apprenticeship Training Providers

**PQQ 28938:** Employer Provider Route – Register of Apprenticeship Training providers

**PQQ 28939:** Supporting Route – Register of Apprenticeship Training Providers



Click Express interest



Education Funding Agency Skills Funding Agency  
Funding Agencies Shared Services Team (FASST)

PQQ: pqq\_28909 - Register of Apprenticeship Assessment Organisations 2016  
Project: project\_17021 - Register of Apprenticeship Assessment Organisations 2016  
Closing Date: 31/10/2015 17:00:00

**Response Status**  
Response Status  
Response Not Submitted To Buyer

**Overview**  
PQQ Code  
pqq\_28909  
PQQ Description  
For interest to organisations wishing to offer independent and point assessment for apprenticeship standards developed by Trailblazers.  
Test PQQ  
No  
Buyer Name  
Alan Hanton  
PQQ Attributes

Type of Supplier Access  
PQQ Open to All Suppliers  
Buyer Organisation  
FASST  
Allow Suppliers to Respond by Consortium  
No

Message from webpage

⚠ You have now Expressed Interest and invited yourself to participate in this PQQ. This enables you to download any Buyer Attachments, send and receive Messages with the Buyer, and respond to the PQQ.

Please select 'My Response' followed by 'Create Response' in order to start your response and then submit your completed response to the Buyer.

IMPORTANT: Please ensure that you submit your response to the Buyer before the stated Closing Date & Time.

OK

Express Interest | Decide Later | Printable View

11:11 WET - Western Europe Team DST

Education Funding Agency Skills Funding Agency  
Funding Agencies Shared Services Team (FASST)

My PQQs PQQs Open to All Suppliers

Filter By: All PQQs Select a Filter

PQQ Code	PQQ Title	Project Code	PQQ Status	PQQ Closing Date/Time	Buyer Organisation	Response Status
1	pqq_28909	project_17021	Running	31/10/2015 17:00	FASST	Response Not Submitted To Buyer
Total 1						

10 Page 1 of 1

Click OK then click 'Register of Apprenticeship Training Providers' on the 'My PQQs' menu

Response Last Submitted On: Not Submitted Yet

Warning: You have 4 unread Buyer Attachment(s). Please click here to read the file(s) before submitting your response

PQQ Details Messages (Thread 6)

Settings Buyer Attachments (4) My Response User Rights

View Response Index Only

1. Technical Response (questions: 117)

1.1 Currently listed on the Register of Apprentice Assessment Organisations? - Question Section

Question	Description	Response
1.1.1	RaAAO(14/15)-HQ-01a Are you currently listed on the Register of Apprenticeship Assessment Organisations? Note Note Details If you have selected Yes: You are required to complete the questions in the following sections - Trailblazer standards - Organisation details - Introduction - Capacity and Capability - occupational - Capacity and Capability - assessment - Declarations Remember to check the rest of your application to ensure your responses are still accurate. If you have selected No: You are required to complete all the questions below	
1.1.2	Note	

Create Response

Click Create Response and complete the application

Remember to submit your final responses before the closing date and time.

## Hints and tips

Please read the following useful hints and tips when you access the e-tendering portal.

### How to retrieve username details and a forgotten password

If you have forgotten your username or password, you will need to send an email to [help@bravosolution.co.uk](mailto:help@bravosolution.co.uk) as Bravo Solution manage the e-tendering portal. A member of the team will then help you get back into the system.

### How to send or respond to a message through the message board

If you have any queries regarding the pre-qualification questions, please refer to the [Joining the Register of Apprenticeship Training Providers – application instructions](#) in the first instance. For further information, please contact us through the message boards.

We also send messages to you through the message board, and you are able to respond in the following way:

1. Log on to the e-tendering portal and select '**My PQQs**' option, then select the relevant PQQ.



To view your received messages, hover your mouse over the 'Messages Unread' tab and click 'Received Messages'

The screenshot shows the e-tendering portal interface for a PQQ titled "PQQ: pqq\_26909 - Register of Apprenticeship Assessment Organisations ( October 2016)". The page includes a "Messages (Unread 0)" tab, a "Warning" banner about unread buyer attachments, and a "Create Response" button. The main content area displays a "1. Technical Response (questions: 117)" section with a sub-section "1.1 Currently listed on the Register of Apprentice Assessment Organisations? - Question Section".

2. You will then be able to view your messages, including when the message was sent, when you opened the message and when you replied.

## How to add a user to your Bravo e-tendering account

To ensure you do not miss any information sent through the e-tendering portal, we recommend that you add another user/s to your organisation's registered account. These users will then receive any automated email alerts.

On the main page, click 'Manage Users'.

eTendering Service > Supplier Reserved Area logout >

### Thank you for registering on Skills Funding Agency eTendering Service.

This service provides a secure and efficient means for you to engage in Tender "Projects" with our Buyers.

The Register of Training Organisations Assurance Gateway online Questionnaire as well as other Pre-Qualification Questionnaires for new EU Purchasements are available by clicking on "PQQs Open to All Suppliers"

Once you have expressed an interest in the Assurance Gateway online Questionnaire or other PQQs they will move to the "My PQQs" page, where you can download any documentation attached, answer questions and submit your response.

Buyers may invite you to participate in Invitations to Tender. The "My ITTs" page allows you to view and respond to any ITT to which you have been invited.

Some Invitations to Tender are open to all suppliers. The "ITTs Open to All Suppliers" page allows you to express interest in these ITTs and move them to your "My ITTs" page.

**A partner organisation of the Department for Business, Innovation & Skills**

#### Tender Projects


- Projects
- Pre-Qualification Questionnaires (PQQs)

**Supplier Helpcenter**

- Online Help Content
- Click here for details on how to respond to an online tender

**User profile**

- Manage Your Profile
- Modify Password
- Manage Users



Click 'Create'.

Users Roles Divisions

Filter By: All Users Select a Filter

No Users to display

Create



Education & Skills  
Funding Agency

New User Save Cancel

#### User Details

- Last Name
- First Name
- User Tag for Codes
- Email
- Telephone Number
- Mobile Phone Number (please enter "+" "country code" and "your mobile phone number" with no spaces)
- Division Name
- Department
- Role
- Choose your Username and check it is not already in use
- Preferred Language
- Time Zone (GMT 0:00) Western Europe Time, London, Lisbon

Complete the 'user details' fields. Once you have checked the details are correct, click 'save'.



Now that you have added a new user, you will need to assign the appropriate rights to their user account.

Select 'View User Rights'.

Division: Division

Back to List

Details

User Details User Rights

Auctions

Visibility of Auction Lists	No
Access Auction Details	No
Access to Auction Monitor	No
Participate	No
Contact Visible to Buyer	No
Manage Messages	No

PQQs/ITTs

Visibility of PQQ/ITT Lists	No
Access PQQ/ITT Details	No
Create Response	No
Modify Before Publishing	No
Modify and Submit	No
Contact Visible to Buyer	No
Messages Management	No
View Sensitive Data (including: attachments, response, pricing etc)	No

User Management

Manage Users and Roles	No
------------------------	----

Select 'Edit PQQ/ITT Rights'.

**Note:** Please do not amend the 'edit auction rights', 'edit supplier management rights' and 'edit directories rights' options.



User [redacted]

Division: Division

Save Cancel

PQQs/ITTs

Visibility of PQQ/ITT Lists	No
Access PQQ/ITT Details	No
Create Response	No
Modify Before Publishing	No
Modify and Submit	No
Contact Visible to Buyer	No
Messages Management	No
View Sensitive Data (including: attachments, response, pricing etc)	No

You can select the appropriate user rights from the dropdown lists. Once you have completed your selection, review the rights you have selected and click 'Save'.

**Tip: access rights explanation**

**See PQQ/ITT:** ability to view active procurement opportunities through the 'PQQs/ITTs Open to all Suppliers' links. [**Note:** If there are no opportunities available at a certain point in time, nothing will be visible.]

**View PQQ/ITT Details:** ability to click on active procurement opportunities through the 'PQQs/ITTs Open to all Suppliers' menu, and view details.

**Create response:** ability to express an interest and begin the process of completing a PQQ/ITT.

**Modify before publishing:** ability to log in and make amendments to active PQQ/ITT responses.

**Publish and modify:** ability to submit a response on behalf of your organisation and make amendments to PQQs/ITTs.

**Contact visible to the buyer:** if we need to contact you, the contact details of this user will be visible to us.

**Messages management:** ability to access message boards of a PQQ/ITT. The user will be able to review messages that we send and also send messages to us.

**View sensitive data:** ability to view attachments that you upload as part of your responses to PQQs/ITTs. For example, organisations charts that you upload when completing an application to the register of apprenticeship training providers.

© Crown copyright 2017

You may re-use this information (excluding logos) free of charge in any format or medium, under the terms of the Open Government Licence.

To view this licence, visit <http://www.nationalarchives.gov.uk/doc/open-government-licence/> or e-mail: [psi@nationalarchives.gsi.gov.uk](mailto:psi@nationalarchives.gsi.gov.uk).

Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

This document is also available from our website [gov.uk/ESFA](http://gov.uk/ESFA).

If you have any enquiries regarding this publication or require an alternative format, please contact us [info@sfa.bis.gov.uk](mailto:info@sfa.bis.gov.uk).