

Apprenticeship Accountability Framework Audit Checklist: 2026

This audit checklist is designed to support providers in assessing their performance, risk, and readiness against current Apprenticeship Accountability Framework (AAF) expectations. It is not a formal accountability measure, but a practical tool to help you reflect on how well your provision aligns with key performance indicators.

The purpose of this checklist is to encourage honest evaluation of data accuracy, learner outcomes, and organisational oversight. A “Yes” should indicate that processes are robust, understood, and evidenced; a “No” or “Don’t Know” highlights potential risks or areas requiring further investigation.

This tool can be used individually or as part of leadership, quality, or governance discussions. It is particularly useful for identifying emerging risks early, strengthening internal accountability, and ensuring your organisation is not only meeting minimum thresholds, but striving beyond them.

Organisation Name:

Date:

1. Ofsted & Inspection Alignment

1. Do your Ofsted outcomes align with AAF expectations?

Yes No Don't Know

Comments/Evidence:

2. Is safeguarding fully compliant and effective?

Yes No Don't Know

Comments/Evidence:

3. Can leaders clearly explain inspection outcomes and actions?

Yes No Don't Know

Comments/Evidence:

2. Achievement & Timely Completion

4. Are apprentices completing within planned timeframes?

Yes No Don't Know

Comments/Evidence:

5. Are learners progressing as expected?

Yes No Don't Know

Comments/Evidence:

6. Do you monitor learners approaching end dates?

Yes No Don't Know

Comments/Evidence:

7. Are delays identified and acted upon early?

Yes No Don't Know

Comments/Evidence:

3. Retention & Withdrawals

8. Are withdrawal rates within acceptable thresholds?

Yes No Don't Know

Comments/Evidence:

9. Do you understand why learners withdraw?

Yes No Don't Know

Comments/Evidence:

10. Are interventions in place to retain learners?

Yes No Don't Know

Comments/Evidence:

4. Employer & Apprentice Experience

11. Do you collect and act on apprentice feedback?

Yes No Don't Know

Comments/Evidence:

12. Do employers report satisfaction with delivery?

Yes No Don't Know

Comments/Evidence:

13. Is training aligned to employer needs?

Yes No Don't Know

Comments/Evidence:

5. Data Quality & ILR Accuracy

14. Is ILR data accurate and up to date?

Yes No Don't Know

Comments/Evidence:

15. Are learner-planned end dates realistic?

Yes No Don't Know

Comments/Evidence:

16. Are learner completion statuses correctly recorded?

Yes No Don't Know

Comments/Evidence:

17. Do you routinely audit your data?

Yes No Don't Know

Comments/Evidence:

6. Monitoring & Performance Management

18. Do you have real-time visibility of learner progress?

Yes No Don't Know

Comments/Evidence:

19. Are data dashboards used by leadership?

Yes No Don't Know

Comments/Evidence:

20. Are risks identified and escalated early?

Yes No Don't Know

Comments/Evidence:

21. Do you track performance against AAF thresholds?

Yes No Don't Know

Comments/Evidence:

7. Governance & Oversight

22. Do leaders understand AAF indicators?

Yes No Don't Know

Comments/Evidence:

23. Are accountability measures discussed at board level?

Yes No Don't Know

Comments/Evidence:

24. Are actions clearly owned and tracked?

Yes No Don't Know

Comments/Evidence:

8. Continuous Improvement

25. Do you review performance regularly?

Yes No Don't Know

Comments/Evidence:

26. Are improvement actions timely and evidence-based?

Yes No Don't Know

Comments/Evidence:

AA. Do you aim beyond minimum thresholds?

Yes No Don't Know

Comments/Evidence:

Your Risk Summary

1. Number of 'No' answers:

Use this to gauge your overall level of risk. Higher numbers may indicate greater exposure to accountability concerns.

2. High-risk areas:

Identify any themes or sections where multiple "No" or "Don't Know" responses appear.

3. Immediate actions required:

Outline the priority actions needed to reduce risk and improve performance in key areas.

4. Who is responsible and by when:

Assign ownership and timelines to ensure actions are followed through and impact is monitored.