

TRAIN'D UP SUPPLIER/SUB-CONTRACTOR USE POLICY

It is the policy of Train'd Up to provide an effective, value added service to all its clients. Having a close relationship with key suppliers and sub-contractors is seen as essential if this policy is to be achieved. Train'd Up has incorporated procedures into its Quality Management System for the selection and engagement of suppliers and sub-contractors. Train'd Up maintains a database of suppliers and sub-contractors, each of whom are given an approval rating which determines their use and suitability for particular activities.

Train'd Up has taken the decision to only sub-contract with FE College's and specialist employer providers for elements of Apprenticeship delivery.

Criteria for assessment of sub-contractors include:

- Completion of Quality, Health, Safety and Environment Questionnaires
- Matrix accreditation (or achieved within one year of commencing delivery)
- Submission of the Quality, Health, Safety and Environment Policies
- Criminal Disclosure checks of delivery staff (where necessary)
- Proven record of performance
- Proven consistent high standards of quality
- High levels of service and backup, including the remedying of any defects
- Competitive price and non-adversarial attitude
- Excellent technical back-up and responses to requests for information, etc.
- Good communications
- Profitable, financially sound and stable company
- Regular significant volumes of business
- Site visit to assess/review workshops etc.
- References from similar clients

All suppliers and sub-contractors are assessed for capacity to perform and then entered onto our Database of Approved Suppliers & Sub-contractors. New suppliers and sub-contractors may be utilised for obtaining comparative prices but are not eligible for use until satisfactory completion of this assessment process. The usual method of selection of suppliers and sub-contractors, for pricing of individual projects, is by a filtered search of the supplier database followed by a written enquiry that details the specifications of the work to be performed, together with all the relevant terms & conditions and any other project particulars. The submitted price and details are carefully considered by the Senior Management Team with final selection based upon:

- Competence and quality of work/supply
- Ability to meet programme & environmental requirements
- ESFA or SDS policy
- Price

END.