

Sub-contractor Assurance Questionnaire

V.24.01





Introduction to Sub-contracting With Train'd Up

Train'd Up undertakes sub-contracting agreements as part of its apprenticeship offer where a sub-contracting arrangement will add value to the quality of our provision. Train'd Up operates its apprenticeship sub-contracting arrangements in-line with Education and Skills Funding Agency (ESFA) apprenticeship funding rules and associated guidance for sub-contracting with delivery partners.

Train'd Up delivers apprenticeship provision primarily to companies within the Engineering and Manufacturing and Transport sectors.

Train'd Up operate apprenticeship sub-contracting by acting as the main provider and sub-contract elements of an apprenticeship to partner rail sector employers (generally for company / sector specific safety critical training).

In normal circumstances, Train'd Up will plan and validate programmes with the intention of delivering all parts of the programme itself, without the use of sub-contractors. Train'd Up will only agree to sub-contract delivery of any part of an apprenticeship in the following circumstances:

- Where it is a contractual requirement with the employer that part of the delivery of the apprenticeship is sub-contracted to them.
- Where Train'd Up does not have the in-house expertise or access to specific resources to deliver an essential part of the apprenticeship.

Through the completion of this Sub-contractor Assurance Questionnaire, Train'd Up will assess the suitability of potential sub-contractors to ensure the highest quality of learning delivery is made available,

which demonstrates value for money and has a positive impact on the experience of our employers and our apprentices. Train'd Up individually assess each sub-contractor prior to any and each agreement with that sub-contractor.

Where any element of the programme is sub-contracted to a partner employer (i.e. an employer with whom Train'd Up are the Main Provider), they must be either a Main, Employer or Supporting Provider on the ESFA's register of Apprenticeship Training Providers.

In all cases, the decision to sub-contract will be discussed with the employer before entering into a sub-contract arrangement and will be recorded in the Apprenticeship Agreement with the employer. In line with ESFA funding rules, Train'd Up will submit a sub-contractor use declaration to the ESFA at least twice each year summarising the value of any sub-contracted provision paid for in the previous period. Train'd Up will also publish a summary of payments made to sub-contractors in the previous year on its website each year.

The activity undertaken to monitor a sub-contractor is set out in our Sub-contractor Rationale, Fees & Charging Policy. Train'd Up will assess each sub-contractor prior to any agreement with that sub-contractor and an open rationale will be used to determine the sub-contractor suitability.

Payment to Employer Providers will be made to cover direct costs only as required in the ESFA funding rules. Employers sub-contracted to deliver part of an apprenticeship must evidence the direct costs of their delivery in order to claim payment.

Who is completing this questionnaire?

Full name

Job title

Company email address

Primary contact number

Secondary contact number

Who is the sub-contracting signatory?

Full name

Job title

Company email address

Contact number

Who is your Finance Department contact?

Full name

Job title

Company email address

Contact number

Who is your apprenticeship progress update contact?

Full name

Job title

Company email address

Contact number

Who is responsible for Health and Safety?

Full name

Job title

Company email address

Contact number

Company Information

Registered name of the organisation

Trading name if different from registered name

Organisation’s UK Provider Reference Number (UKPRN)

UK registered business address

Companies House registration number

Organisation’s Charity Registration Number if applicable

Legal status of your organisation scroll for selection

If other, please state

Active trading duration

Less than 12 months

More than 12 months

Organisation category scroll for selection

Primary business scroll for selection

If other, please state

Are the any unsatisfied or pending County Court Judgements (CCJs) against the organisation or any of the Directors?

Yes

No

Give the name, job title and date of appointment of your Company Directors

Have any Company Directors been disbarred or sanctioned?

Yes

No

Has the organisation been subject to insolvency or winding up proceedings in the last 3 years?

Yes

No

This applies to any of its current or historical partner organisations or organisations at which your directors have held directorships.

A partner organisation is an organisation who either:

- Shares the same UK ultimate parent company as your organisation - so they are part of the same group
- Has a legal contract with your organisation to deliver training

Has the organisation delivered apprenticeship training as a sub-contractor in the last 12 months?

Yes

No

To confirm your answer, we'll review your main or employer provider's sub-contractor declaration.

Are you registered as an approved ESFA sub-contractor on APAR?

Yes

No

Do you have a Health and Wellbeing Policy for staff?

Yes

No

If yes, please attach your Health and Wellbeing Policy to your email with this form.

Does your organisation comply with Health and Safety legislation?

Yes

No

Does your organisation have an annually reviewed Health and Safety Policy? If yes, attach a copy with your reply

Yes

No

Has your organisation declared any reportable injuries, diseases and dangerous occurrences covered by the RIDDOR regulations past 3 years?

Yes

No

Does your organisation comply with legislation on employment?

Yes

No

Does your organisation comply with legislation on immigration?

Yes

No

Does your organisation have an annually reviewed policy on Equality and Diversity? If yes, attach a copy with your reply

Yes

No

Does your organisation have an annually reviewed Safeguarding Policy? If yes, attach a copy with your reply

Yes

No

Has your organisation been investigated due to safeguarding issues in the last 3 months?

Yes

No

Does your organisation as a minimum have an annually reviewed Prevent Policy? If yes, attach a copy with your reply

Yes

No

Does your organisation have a policy for preventing and dealing effectively with bullying and harassment?

Yes

No

Does your organisation comply with Data Protection legislation?

Yes

No

(including notifying the Information Commissioner's Office that they process personal information)

Does your organisation hold any quality standards/kitemarks?

e.g. ISO 9000 or ISO 9001 or similar

Does your organisation hold the matrix standard - the quality standard for organisations seeking to assess and measure their information, advice and guidance services (IAG)?

Yes

No

If applicable, please give the date and grade achieved in your most recent OFSTED Inspection

Grade

scroll for selection

Date

My organisation does not fall under the scope of OFSTED as a Main Provider or Employer Provider

GDPR - Does your organisation have appropriate data protection and security systems, for the gathering, use and management of personal data?

Yes

No

Enter your Information Commissioner's Office (ICO) number

Does your organisation have a policy and process for dealing effectively with complaints and compliments?

Yes

No

50% Complete

Does your organisation have a Disciplinary and Grievance policy?

Yes No

Does your organisation have effective systems and processes for communicating with your apprentices?

Yes No

Does your organisation have a policy on environmental sustainability?

Yes No

Has your organisation a track record of implementing, reviewing and improving policies?

Yes No

Does your organisation have appropriate quality assurance arrangements: audits, self-assessment reports and improvement plans, internal and external verification of assessment?

Yes No



Which apprenticeship standards do you intend to deliver?

(example: Train Driver Level 3 / Passenger Transport Operative Level 2)

Has your organisation failed to pay back funds in the last 3 years?

Yes No

Tell us if your organisation has failed to repay £50,000 or more:

- to ESFA or any other public body
- under a sub-contract to deliver education and training services funded by ESFA

Do you act as an ESFA funded sub-contractor to any other Main Provider?

Yes No

Does your organisation currently hold any other contracts with the ESFA?

Yes No

Has your organisation had a contract terminated early by a public body in the last 3 years?

Yes No

Has your organisation withdrawn from a contract with a public body in the last 3 years?

Yes No

Has your organisation been removed from the Register of Training Organisations (RoTO) in the last 3 years?

Yes No

Has your organisation had funding removed from any education bodies in the last 3 years?

Yes No

This only includes funds removed by:
The Higher Education Funding Council for England (HEFCE) or The Office for Students (OfS)

Has your organisation been removed from any professional or trade registers in the last 3 years?

Yes No

Is your organisation currently, or has within the last 5 years been, subject to an investigation by the ESFA or other public body or regulator?

Yes No

Do you have sufficient capacity to deliver your commitments under your sub-contracting contract?

Yes No

Please tell us how your organisation is ready to deliver the training required within the in scope apprenticeship standard(s):

- You must include how your organisation has:
- commitment and approval from senior managers to deliver apprenticeship training
 - a governance group in place to monitor delivery of training
 - an implementation plan specific to apprenticeship training
 - resources that support the delivery of your apprenticeship standards (staff, tools, equipment etc.)

Can you confirm that your organisation does not intend to sub-contract any part of the provision to another provider?

Yes No

Does your organisation have appropriately qualified and trained staff to deliver the proposed contract effectively from its start?

Yes No

If Yes, please upload a list of all in scope delivery staff, their job titles, email address and qualifications and licences relevant to their job role.

Does your organisation have the physical resources to deliver the contract effectively from its start?

Yes No

Does your organisation have appropriate support arrangements, including support for apprentices with disabilities and learning difficulties?

Yes No

Does your organisation have information, advice and guidance arrangements for apprentices?

Yes No

Will your new start apprentices be employed from day one of their apprenticeship?

Yes No

Does your organisation’s new apprentices have contracts of employment or letters of engagement?

Yes No

Are your new apprentices self-employed?

Yes No

If Yes they are not eligible for funding support

Are your delivery staff DBS checked?

Yes No

Do you carry out your own internal observations of teaching learning and assessment?

Yes No

Please list here details of all staff who will be delivering training on any Train’d Up contracts awarded. Please include support staff who will provide CEIAG/IAG and/or employability support.

The DBS number is a 12-digit reference number that is used to identify an individual’s Disclosure and Barring Service (DBS) check and the results of the check. This number is important because it helps employers and organisations to verify the authenticity of DBS certificates and to check the status of a check, if required.

Employee name; DBS Number; Training delivered; Relevant qualifications held.

Checklist

Please send this completed form to roni.singh@traindup.org along with the following documents and tick where applicable.

Your organisational chart, or structure description (required)

Health and Wellbeing Policy

Health and Safety Policy

Equality and Diversity Policy

Safeguarding Policy

Prevent Policy

A list of all in scope delivery staff, their job titles, email address and qualifications and licences relevant to their job role

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Signed

Date

- 100% Complete -

