

## **Selection and Procurement**

Acacia Training and Development Ltd (ATD) has a published Supply Chain Policy that is updated annually and displayed on the company web site as a contractual requirement of the Education & Skills Funding Agency. This describes the rationale for subcontracting activity.

***Note: ATD does not intend to procure any additional sub-contractors from 1 August 2015.***

### **Process used in the past**

As part of the process of selecting and procuring a subcontractor, the company wishing to become a subcontractor would approach ATD in the first instance and a decision on whether to move forwards to the due diligence checks would be made based on the policy document. ***For example any company based outside the SW region would automatically be refused.***

The applying company was asked to complete an expression of interest form outlining the proposed activity and describing how the relationship between ATD and the subcontractor might work.

A meeting of a relevant senior manager and the applicant would then be arranged in order to formalise the request for a contract and go through certain tasks such as agreeing roles and responsibilities of all personnel involved in the programme.

Senior Managers would then meet within ATD to agree whether this subcontract request should move on to the next stage. If agreed, a great deal of evidence would be collated by the applicant, working closely with the ATD allocated senior manager to ensure that full scrutiny could be completed in order to approve the subcontract. The evidence would usually have included copies of documentation including:

- 3 years audited accounts (scrutinised by the ATD Finance Manager)
- Proposed roles and responsibilities outline
- Bank details
- Sustainability Policy
- Data Protection registration details
- Latest Ofsted Reports (if applicable)
- Matrix Accreditation evidence (if applicable)
- Copy of learner complaints/appeals process
- Example of learner application form
- Details of learner induction
- Health and Safety Policy
- Risk Assessments carried out at the training site
- Relevant staff Health and Safety qualification
- Evidence of Basic/Enhanced CRB or DBS checks completed for relevant staff
- Equal Opportunities Policy
- Disability Statement
- Employers Liability and Public Liability Insurance
- List of personnel and evidence of qualifications held and experience within the sector for the proposed training delivery

- Companies House registration number (if applicable)
- Details of all Directors and or senior management
- Outline of proposed activity volumes.

### **Approval**

Following examination of all of this evidence, the senior management team within Acacia Training (including the Finance Manager and the Operations Director) would meet to discuss the proposed subcontract. If agreed, the proposal would be approved and a sub-contract agreement would be drawn up. Further meetings with the proposed subcontractor would be arranged in the early days of the agreement as much support is needed to make sure that the contract is run according to the needs of the QA systems within ATD.

### **Monitoring Existing Subcontractors**

ATD has an annual process for monitoring sub contractors. This includes actions to be completed by the Finance team and the Quality team within ATD.

### **Payments made to subcontractors**

Subcontractors are required by ATD to supply monthly evidence of learner support and activity to enable the agreed share of funding to be paid in the following month. ATD Managers receive a schedule of proposed payments for each learner and check that they have the necessary evidence on file before authorising the payment. The ATD Finance team will not make a payment to the subcontractor without this authorisation process being completed.

### **Financial Monitoring**

On a monthly basis, the ATD Finance Manager produces management information on the activities of each subcontractor showing use of funding in each funding stream against profiled allocation of funding. This is discussed in the Senior Management Team and in this way subcontractor use of funding can be controlled.

Every 3-4 months ATD holds meetings with the subcontractor and the use of funding against profile is discussed. ATD can at any time suspend learners for whom there is insufficient evidence of ongoing support.

### **Quality Assurance**

The ATD Quality Assurance team monitor the delivery of training. There is a folder containing the results of the QA checks carried out. This includes

- Checks on current delivery teams qualifications and CVs and DBS checks
- Checks of External Verifier (EV) reports from the relevant Awarding Organisations
- Teaching observations carried out by the EV and Internal Quality Assurers
- Delivery staff training updates
- Roles and responsibilities.