



Skills Funding
Agency

List of Declared Subcontractors À Frequently Asked Questions

September 2013

Of interest to colleges and training organisations

List of Declared Subcontractors: Frequently Asked Questions

What is the List of Declared Subcontractors?

The List of Declared Subcontractors was previously known as the Subcontracting Register. Following consultation with the further education (FE) sector we have changed the name of the publication to minimise any confusion with the Register of Training Organisations (the Register).

The List of Declared Subcontractors is a list of subcontractors that hold contracts worth at least £100,000 in aggregate with one or more lead providers (a college, training organisation or employer that has a direct contractual relationship with us). We list subcontractors alongside their lead provider/s and the individual values of their contracts. Some subcontractors are lead providers in their own right.

How does the List of Declared Subcontractors differ from the Register of Training Organisations?

The Register is a list of organisations that have passed the Register application process.

The latest version of the Register is available on the [Register](#) section of our website.

All subcontractors on the List of Declared Subcontractors must also appear on the Register.

What is the Subcontractor Declaration Form?

The Subcontractor Declaration Form is an Excel document that each lead provider must complete and submit to the Agency at least twice each year.

Completed Subcontractor Declaration Forms contain information about 2013/14 academic year contract commitments between lead providers and subcontractors.

All lead providers must complete a Subcontractor Declaration Form, even if it is to notify us that they are not currently subcontracting.

What is a lead provider?

A lead provider is a college, training organisation or employer that has a direct contractual relationship with us.

What is a subcontractor?

A subcontractor is an organisation that is engaged in a contractual and legally binding arrangement with one or more lead providers to deliver education and training provision that we fund. In the FE sector they are sometimes known as 'partners', but for our purposes they are classified as subcontractors.

How do you compile the List of Declared Subcontractors?

We compile the List of Declared Subcontractors using data taken from Subcontractor Declaration Forms that lead providers submit to us each academic year.

Lead providers need to declare all subcontractors, regardless of whether or not they are also lead providers.

Which areas of Skills Funding Agency provision do you include on the List of Declared Subcontractors?

Colleges, employers and training organisations need to declare subcontractors that deliver any of the education and training provision types that we fund, such as 16-18 Apprenticeships, European Social Fund (ESF) and the Adult Skills Budget (ASB).

What is the 'UKPRN' shown on the List of Declared Subcontractors?

A UKPRN is a UK Provider Registration Number. When your company registers with the UK Register of Learning Providers (UKRLP), you will receive a UKPRN. Companies can register on the UKRLP free of charge at the following web address: <http://www.ukrlp.co.uk>.

Each lead provider and subcontractor must have a valid UKPRN.

As a lead provider, can we only engage subcontractors listed on the latest version of the List of Declared Subcontractors?

The List of Declared Subcontractors is not a list of approved subcontractors so lead providers should not use it for this purpose.

What remit does the Skills Funding Agency have to publish the List of Declared Subcontractors?

We are able to publish the information as lead providers agree to it when they make their submission. We are also subject to the Freedom of Information Act 2000 (FOIA). Under the provision of the FOIA we are required to provide information we hold in response to a request made in accordance with it. This includes information about third parties. The Freedom of Information Policy is available on the [homepage](#) of our website.

How often do you publish the List of Declared Subcontractors?

We publish the List of Declared Subcontractors four times each academic year.

How will I know when a new version of the List of Declared Subcontractors is available?

We will communicate when we publish the List of Declared Subcontractors through our weekly [Update](#) newsletter.

Where do you publish the List of Declared Subcontractors?

We publish the List of Declared Subcontractors on the [Subcontracting](#) section of our website.

In which formats is the List of Declared Subcontractors available?

We have now made the List of Declared Subcontractors available in Excel and csv formats.

The List of Declared Subcontractors does not show my subcontracting arrangements correctly. Why is this?

The List of Declared Subcontractors may not show your subcontracting arrangements correctly for one of the following three reasons:

- 1) We only include subcontractors with aggregate contract values of £100,000 or more on the List of Declared Subcontractors.
- 2) We compiled the List of Declared Subcontractors before you declared your arrangement/s.
- 3) We compiled the List of Declared Subcontractors before your Subcontractor Declaration Form was validated successfully.

I believe the subcontracting arrangements included for my organisation in the List of Declared Subcontractors are incorrect. Who should I speak to?

If you are a lead provider, please discuss this with the person that completes the Subcontractor Declaration Form on behalf of your organisation. You can amend details of your subcontracting arrangements by updating and resubmitting your Subcontractor Declaration Form.

If you are a subcontractor, please discuss this with your lead provider.

How often do lead providers have to submit Subcontractor Declaration Forms?

All lead providers have a contract that requires them to submit a Subcontractor Declaration Form to us at two collection points each academic year.

We also require lead providers to update and resubmit Subcontractor Declaration Forms as and when subcontracting arrangements change within the relevant academic year.

Where can I find the Subcontractor Declaration Form?

We emailed the 2013/14 Subcontractor Declaration Form directly to lead providers at the start of the academic year. We will do so again at the mid-year point of the academic year.

I am a lead provider and my subcontracting arrangements are changing.

Do I need to send an amended Subcontractor Declaration Form?

If your subcontracting arrangements change at any point within the relevant academic year, you must amend and resubmit your Subcontractor Declaration Form.

Can you supply contact information for the subcontractors included in the List of Declared Subcontractors?

We only have access to subcontractor information in submitted Subcontractor Declaration Forms. We do not ask for subcontractor contact details and therefore are unable to supply them.

Who do I contact if I have a question about the List of Declared Subcontractors that is not answered in these frequently asked questions?

If you have any questions about the List of Declared Subcontractors, please contact us at info@skillsfundingagency.bis.gov.uk. We aim to respond to your query within two working days.



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