



Skills Funding  
Agency

# Frequently Asked Questions

2012/13 Subcontracting Register

As at 25 July 2013

August 2013

Of interest to colleges and training providers

# **2012/13 Subcontracting Register As at 25 July 2013**

## **Frequently Asked Questions**

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### **Definitions**

#### **What is the Subcontracting Register?**

The Subcontracting Register is a list of subcontractors that hold at least £100,000 of contracts in aggregate with one or more lead providers. This is the financial level we determine to be material. The subcontractors are listed alongside their lead provider/s and the aggregate value of their contracts.

#### **How does the Subcontracting Register differ from the Register of Training Organisations?**

The Register of Training Organisations is a list of organisations that have passed our Due Diligence Assurance Gateway process.

Many of the subcontractors on the Subcontracting Register will be listed on the Register of Training Organisations but some will not be.

The latest version of the Register of Training Organisations is available on our website.

#### **What is the Subcontractor Declaration Form?**

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

Completed Subcontractor Declaration Forms contain information about 2012/13 contract commitments between lead providers and subcontractors.

All lead providers are required to 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 provision that we fund. Subcontractors may be informally called partners in the sector. However, for our purposes, they are classified as subcontractors.

## **About the Subcontracting Register**

### **How is the Subcontracting Register compiled?**

The Subcontracting Register is compiled using data taken from Subcontractor Declaration Forms submitted to us by lead providers in each academic year.

Subcontracting arrangements between lead providers are not included in the Subcontracting Register. However, lead providers need to declare all subcontractors, regardless of whether or not they are also lead providers.

### **Which areas of Skills Funding Agency provision are included on the Subcontracting Register?**

Providers are only required to declare subcontractors that deliver any of the provision types that we fund. Examples of provision types are 16-18 Apprenticeships and the Adult Skills Budget.

### **What is the UKPRN shown on the Subcontracting Register?**

A UKPRN is a UK Provider Registration Number.

When your company is registered with the UK Register of Learning Providers (UKRLP), you will receive a UKPRN. Companies can register to be on the UKRLP at the following web address: <http://www.ukrlp.co.uk>.

Each lead provider and subcontractor must have a valid UKPRN. Registration with UKRLP is free.

### **As a lead provider, can we only engage subcontractors that are listed on the latest version of the Subcontracting Register?**

The Subcontracting Register is not a list of approved subcontractors so it should not be used by lead providers for this purpose.

## **Publication**

### **What remit does the Skills Funding Agency have to publish the Subcontracting Register?**

We are able to publish the information as lead providers already agreed to it as a contractual requirement.

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 the FOIA. This includes information about third parties. The Freedom of Information Policy is available on our website at <http://www.skillsfundingagency.bis.gov.uk>

### **How often is the Subcontracting Register published?**

We publish the Subcontracting Register at least twice per academic year.  
**How will I know when a new version of the Subcontracting Register is published?**

We will communicate when we publish the Subcontracting Register via our weekly Update newsletter.

**Where is the Subcontracting Register published?**

The Subcontracting Register is published on the subcontracting section of our website.

**In which formats is the Subcontracting Register available?**

We have now made the Subcontracting Register available in Excel format. We are committed to continuous improvement in the Subcontracting Register's open data rating and will make future versions available in csv format.

**Data**

**The Subcontracting Register does not show my subcontracting arrangements correctly. Why is this?**

It may be because:

- Only subcontractors with aggregate contract values of £100,000 or more are included in the Subcontracting Register. This is the financial level we have determined to be material.
- The Subcontracting Register may have been compiled prior to your arrangement/s being declared.
- The Subcontracting Register may have been compiled prior to the subcontractor declaration form showing your subcontracting arrangement being successfully validated.
- You are working with another company within your Group and this is not determined as a subcontracting arrangement.
- Subcontracting arrangements between lead providers are not included in the Subcontracting Register.

**I believe the subcontracting arrangements included for my organisation in the Subcontracting Register 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. Details of your subcontracting arrangements can be amended by updating and re-submitting your Subcontractor Declaration Form.

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

## **About the Subcontractor Declaration Form**

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

All lead providers are contractually required to submit a Subcontractor Declaration Form to us at two collection points each academic year.

We also expect Subcontractor Declaration Forms to be updated and resubmitted as and when subcontracting arrangements change within the relevant academic year.

### **Where can I find the Subcontractor Declaration Form?**

We emailed the 2012/13 Subcontractor Declaration Form directly to lead providers at the start and at the mid-year point of the 2012/13 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, your Subcontractor Declaration Form must be amended and re-submitted.

## **General**

### **I would like contact information for the subcontractors included in the Subcontracting Register. Are you able to supply this?**

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

### **I have a question about the Subcontracting Register that is not answered elsewhere within these frequently asked questions. Who can I contact?**

If you have any questions about the Subcontracting Register please contact us at [info@skillsfundingagency.bis.gov.uk](mailto:info@skillsfundingagency.bis.gov.uk).

We aim to respond to your query within two working days.



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