



Skills Funding
Agency

The Register of Training Organisations

Common themes to consider before
entering the Register

December 2014

Of interest to all training organisations and colleges who
wish to deliver education and training services



European Union
European Social Fund
Investing in jobs and skills

Frequently Asked Questions (FAQs) December 2014

These FAQs must be read together with the following documents:

- The ['Read me First'](#)
- [2013/14 Funding Rules](#)
- [2014/15 Funding Rules](#)

For the purposes of these FAQs:

Training organisations, lead providers, employers and subcontractors are all covered under the heading of “organisation”, unless referred to separately.

The Skills Funding Agency, the Agency and the Chief Executive refer to the Chief Executive of Skills Funding.

We will refer to the Register of Training Organisations as the Register.

We will refer to the Due Diligence Assurance Gateway as the Gateway.

General

I am listed on the Register; do I have to refresh my information?

Organisations are required to refresh their information on an annual basis. However this opening is not a refresh, therefore if you are listed on the Register you do not have to apply at this opening UNLESS there has been a change to your legal status. If you reapply, and you are not required to do so, we will not assess your application.

What happens if our organisation fails or does not apply at this opening?

The Agency expects all those organisations currently in our supply chain as lead providers (and subcontractors with an aggregate contract value of £100,000 and above) to apply at the December opening of the Due Diligence Assurance Gateway if they do not currently appear on the Register.

If your organisation fails to comply with this funding requirement, you will not be able to take part in tenders or be considered for growth until you have successfully entered the Register. If at the December opening you do not apply, or fail the Due Diligence Assurance Gateway, we will review your funding arrangements.

What is the Register of Training Organisations?

The Register is a list of training organisations that the Agency does or can fund and/or contract with.

The Register is our market entry point and first stage of the Agency's procurement process. Only those organisations listed on the Register are eligible to proceed in our procurement process. Training organisations listed on the Register are eligible to compete for a contract for education and training services.

Where can I find a copy of the Register?

The latest Register is available to view on the webpage listed below. In line with the Government's transparency agenda, the Agency publishes a list of all organisations approved to enter the Register. For further information, including the list and information about the Register, please refer to the Register section of the Agency's website:

<https://www.gov.uk/government/collections/sfa-register-of-training-organisations>

When will the Register reopen?

The Due Diligence Assurance Gateway for the Register will reopen on 11 December 2014 with a deadline for completion by 5.00pm on 23 January 2015. We do not accept late applications.

Where will I find the information about the next Due Diligence Assurance Gateway reopening?

We will inform you of reopening the Due Diligence Assurance Gateway reopening through the Agency's Update newsletter and the Register section of the Agency's website:

<https://www.gov.uk/government/collections/sfa-register-of-training-organisations>

Who can enter the Register?

Any organisation can apply to join the Register as long as they are financially robust, a legal entity and have a valid UK Provider Reference Number (UKPRN).

Which organisations must complete the Due Diligence Assurance Gateway process?

Organisations that:

- have an existing funding agreement with us for delivery of education and training
- want to progress in our procurement process to be tested on their ability to deliver education and training provision commissioned by the Agency
- are a subcontractor holding contracts with an aggregate value of £100,000 or above per annum¹

Are lead organisations responsible for ensuring those subcontractors with an aggregate contract value of £100,000 enter the Register?

Yes. When you engage a subcontractor as part of your delivery model for our contract, the Agency expects you to support that subcontractor with their application to the Due Diligence Assurance Gateway. Lead providers should liaise with their subcontractors to ensure that they are aware of and complete

¹ It is a funding requirement that lead providers **must not** appoint subcontractors that have an aggregate contract value of £100,000, with one or more directly funded training organisations, who are not listed on the Register. These subcontractors must be listed on the Register before a lead provider subcontracts with them.

the Due Diligence Assurance Gateway process, but it is a subcontractor's responsibility to make that application.

I am a training organisation that is not in the Agency's supply chain; can I apply to the Register?

Yes. There are no restrictions on a training organisation applying to enter the Register.

How do I enter the Register?

Organisations must apply to enter the Register by completing and passing the Due Diligence Assurance Gateway. The process ensures that training organisations are financially and technically sound. It comprises two parts: the online questionnaire and the financial health assessment. Training organisations must pass both parts for the Agency to consider them "Approved to enter the Register."

Our organisation previously passed the financial assessment; do we have to resubmit our financial statements?

Each application to the Register is separate, so you must submit both the online questionnaire and financial statements each time. If you do not complete or submit either part in full, it would constitute a fail. We cannot consider passes from previous applications for future applications. For more information on the financial health assessment, please refer to the Financial Health Assessment section of the Agency's website:

<https://www.gov.uk/government/publications/sfa-financial-health-assessment>

Organisations that applied to the August 2014 opening

If you **PASSED** the Financial Health Assessment:

Please do not resubmit the same accounts or financial information that we have already assessed. Instead, upload a note to say that you have already sent us your latest figures. However, if you have newer financial statements which were not available when the Register was open in August 2014, these

must now be submitted. For registered companies we will check submission dates against Companies House records.

How likely is it that my organisation will pass the Due Diligence Assurance Gateway?

The Due Diligence Assurance Gateway is the first stage of the Agency's procurement process. Therefore, we are unable to provide advice to organisations as to whether they would pass the Due Diligence Assurance Gateway. However, before applying, organisations need to consider whether their commercial and financial status is robust enough for assessment. We advise you refer to the [Read Me First](#) and accompanying financial health assessment documents, which provide further guidance.

Why do I need to submit financial statements as well as completing the online questionnaire?

As administrators of public funding we will only contract with organisations that can demonstrate clearly that they are technically able and financially robust to deliver a contract for us. The Due Diligence Assurance Gateway is part of our procurement process and it is designed to test this.

Our organisation is a newly incorporated company what financial information to you need?

We require specific financial statements from newly incorporated companies. We evaluate the financial health assessment to ensure your financial stability. The 'Financial Health Assessment of Non-College Providers' document is available on the Register section of the Agency's website:

<https://www.gov.uk/government/collections/sfa-register-of-training-organisations--2>

Due Diligence Assurance Gateway – Entering the Register

I have not previously applied to enter the Register, is there any action I need to take in preparation?

If you are applying to enter the Register for the first time, you will need to ensure you are registered with the UK Register of Learning Providers (UKRLP) and have a UKPRN. When completing the Due Diligence Assurance Gateway, you must enter the name of your organisation exactly the same as it appears on the UKRLP, which should also be your legal name. Where the organisation name and UKPRN does not match your application to the Register, we will not evaluate it and you will fail the Due Diligence Assurance Gateway Process. We will only accept onto the Register providers that have a current UKPRN.

Please note that registration on the UKRLP is free: <http://www.ukrlp.co.uk/>.

Please ensure that you download and read the “Read Me First – Guidance for Completion” document as this contains vital information and instructions that training organisations will need in order to apply. This is available at <https://www.gov.uk/government/collections/sfa-register-of-training-organisations>

I wish to apply to enter the Register how do I get started?

After registering with the UKRLP and receiving a UKPRN, training organisations should register on the e-tendering portal at <https://skillsfundingagency.bravosolution.co.uk/web/login.shtml>

Organisations can register at any time, even if the Gateway is not open, but must ensure that they do so with their legal name, as on Companies House and the UKRLP.

Once the Gateway opens, you will be able to access the online questionnaire. Instructions on how to find this are available on our website: <https://www.gov.uk/government/collections/sfa-register-of-training-organisations>

I have previously applied to enter the Register and completed the online questionnaire but not been successful – when I reapply will I have to fill out all my answers again?

If you did not apply in August 2014, February 2014 or October 2013 then you will need to complete the responses in full as the questions have changed. If you did apply, then most of your answers will be pre populated however some of the questions have changed and you will be required to complete these. Please ensure you check all your responses carefully, as we cannot accept any changes after the Gateway closes.

If an organisation such as a named partnership, a consortium, a sole trader or any organisation able to enter into a contract with us, would they be eligible to complete the Due Diligence Assurance Gateway? The organisation entering the Register is not directly delivering but is competing for funds on behalf of the member organisations and they act as the lead.

All organisations wishing to be considered for funding, regardless of their structure, must enter the Register and complete the Due Diligence Assurance Gateway process. An organisation's application must relate to the organisation which will be evaluated and, if successful, will subsequently be able to enter into a contract.

Why is it important that my organisation has a UKPRN?

The Agency will only enter into a funding agreement with organisations that have a valid UKPRN; registration on the UKRLP is free. The name registered against the UKPRN should be the company's legal name, as listed on Companies House.

Is it important that my organisation's name and our UKPRN match?

Yes, it is vital. Where the name and UKPRN on an application do not match that on the UKRLP, it is an automatic fail. If your UKPRN is incorrect you will fail the process automatically. So when registering on the e-tendering portal, please ensure that the name of your organisation matches the name listed

against your UKPRN. Therefore, the name on the e-tendering portal will be the legal name.

Training organisations must keep their company name details accurate, as this will be the name which appears on the published Register.

I have some questions regarding my application, who can I contact?

Direct all queries to the Due Diligence Assurance Gateway message board on the e-tendering portal, where a member of the Register Team will pick it up. We may not read or respond to messages directed elsewhere. This is to ensure that we have a robust audit trail in place.

The Agency may not respond to queries two days before the Due Diligence Assurance Gateway closes. Please note that there may be a delay in response to messages during busy periods.

The Skills Funding Agency is closed over the Christmas and New Year period from 24th December and will reopen on 5th January 2015, and messages will not be responded to during this time.

My legal structure has changed since I submitted my online questionnaire. How can I update it?

If you change your legal structure and/or status, you must inform us **immediately** through the Due Diligence Assurance Gateway message board on the e-tendering portal. You will then be able to re-enter the process at the next opportunity in line with your new legal structure and/or status.

Please note that if your new legal structure/status has resulted in the creation of a new company, then the new company is required to complete the Due Diligence Assurance Gateway process.

We may not check or respond to emails sent through other routes.

The name of my organisation has changed since I submitted my online questionnaire. How can I update it?

If you are a current contract-holder and your organisation's name changes with no other legal or organisational change, you must advise the Agency in writing through your Relationship Manager, providing evidence in the form of Companies House and UKRLP certificates. Once the Agency has verified there is only a name change, we will advise Bravo to amend this against your account. Please be aware that they have been instructed not to action any name changes without confirmation from the Register Team.

If you are not a current contract-holder and your organisation's name changes with no other legal or organisational change, you must notify the Register Team by emailing Registerhelp@sfa.bis.gov.uk , providing evidence in the form of Companies House and UKRLP certificates. Once we are satisfied that it is a name change only, we will advise Bravo to amend this against your account.

If your organisation's name on the e-tendering portal is not correct and/or does not match the name against your UKPRN, it is important that you update this information by following the process detailed above, depending on your relationship with the Agency.

Please note that organisations appear on the published Register according to the name they register on the e-tendering portal, which should be their full legal name. If your organisation's name already appears on the Register at the point that it changes, we will amend it when we next publish the latest version of the Register.

Training organisations should ensure that they update any name changes against their UKPRN, so that it continues to match the name on the Register.

E-tendering Portal

We are registering on the e-tendering portal for the first time. Whose contact details should we include?

The email address registered on the e-tendering portal is how we will communicate with you. It is your responsibility to ensure that the email address is spelt correctly, accessible and belongs to a member of staff who will monitor it. If that member of staff is not able to access emails regularly, it is a good idea to add multiple colleagues' email addresses to your profile to ensure that you do not miss communications. Details on how to update your information are available on the Register section of our website:

<https://www.gov.uk/government/collections/sfa-register-of-training-organisations>

Training organisations must maintain their company name details and keep them accurate, as this name will appear on the published Register.

For technical assistance and advice on changing user details, please email help@bravosolution.co.uk.

I need to complete the online questionnaire part of the Due Diligence Assurance Gateway but I have forgotten my username and password.

Unfortunately, we are unable to assist with technical queries regarding the e-tendering portal, since a third party manages it. Please email help@bravosolution.co.uk and the representatives there will advise you.

Can you help me gain access to the e-tendering portal? My predecessor is no longer contactable and the username and password does not work. Can you arrange new access codes?

Unfortunately, we are unable to assist with technical queries regarding the e-tendering portal since a third party manages it. Please email help@bravosolution.co.uk and the representatives there will advise you.

I have logged on to

<https://skillsfundingagency.bravosolution.co.uk/web/login.shtml> to complete the online questionnaire but I can't find it. Can you help?

Please refer to the Locating the Questionnaire page of the 'Quick Reference Support Guide for the e-tendering portal' available at:

<https://www.gov.uk/government/collections/sfa-register-of-training-organisations>

How do we change our user details on the e-tendering portal?

For technical assistance and advice on changing user details, please email help@bravosolution.co.uk.

I have registered on the e-tendering portal, when do I receive my results?

Please note that registering your details on the e-tendering portal does not constitute a submission to the Register. You will need to complete the online questionnaire located on the e-tendering portal, which forms the submission to the Register. Please refer to the 'Quick Reference Support Guide for the e-tendering portal' for further guidance.

Communications

I would like to speak to someone to discuss the outcome of my Due Diligence Assurance Gateway submission.

To ensure a fully auditable trail of correspondence, route all questions through the e-tendering portal's secure message service. Please note that the Agency often receives higher volumes of messages following the notification to organisations, and therefore we are grateful for organisations' patience while we respond.

Agency staff, other than those on the Register team, have been instructed not to provide information or guidance relating to applications to enter the Register to training organisations. Staff cannot assist with any submissions, nor provide feedback, so please do not approach them. The Register team will record any instances of this as part of the audit trail.

In the first instance, please refer to the Read Me First and accompanying documents, as these form the basis of the information we provide when responding to queries.

My organisation has previously applied to enter the Register but the member of staff involved has now left. Do we need to update our details?

The email address registered on the e-tendering portal is how we communicate with you. Therefore, it is your responsibility to ensure that the email address is spelt correctly, accessible and belongs to a member of staff who will monitor it.

Training organisations must maintain their company name details and keep them accurate, as this name will appear on the published Register.

For technical assistance and advice on changing user details, please email help@bravosolution.co.uk.

We also advise you to add more than one contact email address to your organisation's user account, as this will ensure you receive any notifications through the e-tendering portal. Information on how to do this is available in the document 'Bravo e-tendering portal' – Keeping your information up to date' on the Register section of our website

<https://www.gov.uk/government/collections/sfa-register-of-training-organisations>

I am the main contact for my organisation listed on e-tendering portal but can be out of the office regularly with limited access to emails. What can I do to make sure I don't miss important communications?

There may be instances where you are required to respond to messages within a short time period; if you are not always able to access your mailbox, add colleagues' email addresses to your profile to ensure that someone is available to respond. It is your responsibility to manage your contact details effectively on the e-tendering portal.

The Agency's procurement process

Now my organisation is on the Register how do I get a contract?

Only organisations on the Register are eligible to compete for a contract. You must opt at the Due Diligence Assurance Gateway stage to progress in our procurement process. Your organisation will then be tested on your ability to deliver a contract for us at the Qualification Questionnaire stage; you must pass this stage. Once you are successful at both of these stages, when funding becomes available we will invite you to compete for funding by asking you to tender for the relevant education and training services.

Invitations to Tender

How will I know that my organisation has been invited to tender for delivery of relevant education and training services?

The Agency sends out alerts regarding future tenders through our e-tendering portal. Those organisations that are entered on the Register and have been successful at the online questionnaire stage will be alerted to tendering opportunities this way. Therefore, it is vital that you ensure your contact details for receiving these messages are correct and that you maintain them regularly.

Please email questions regarding future procurement and tender opportunities to procurementhelp@SkillsFundingAgency.bis.gov.uk.

Funding Requests

Who can I contact at the Skills Funding Agency to discuss how I can get funding for my business model/idea/proposal?

We regret that we are unable to fund speculative proposals from organisations or provide advice or feedback on such proposals.

Organisations seeking information on potential sources of funding for the delivery of education and training services should be aware that we are unable to provide such advice.

However, information relating to the Agency's future opportunities and strategy, in line with the wider Skills Funding Statement, are available at the following link: <https://www.gov.uk/government/publications/skills-funding-statement-2013-to-2016>

Subcontracting

How do I know which subcontractors need to apply to enter the Register? (All subcontractors with an aggregate contract value of £100,000 and above need to apply and enter the Register before they enter into a subcontracting relationship)

We will endeavour to publish the List of Declared Subcontractors before the opening of the Due Diligence Assurance Gateway. The latest version of our List of Declared Subcontractors (previously the Subcontracting Register) is available on the Subcontracting section of our website

<https://www.gov.uk/government/collections/sfa-subcontracting-using-funding-to-offer-education-and-training>

What is the difference between the List of Declared Subcontractors (previously the Subcontracting Register) and the Register of Training Organisations?

The List of Declared Subcontractors is a central collective source of the aggregate values of subcontractors that lead providers have provided as part of their contracts with the Skills Funding Agency. Subcontracting information is taken from the Declaration forms our training organisations return to us.

The List of Declared Subcontractors is published on the Subcontracting section of our website:

<https://www.gov.uk/government/collections/sfa-subcontracting-using-funding-to-offer-education-and-training>

How do I apply to appear on the List of Declared Subcontractors (previously the Subcontracting Register)?

The List of Declared Subcontractors is a collation of information provided to the Agency by lead providers; there is no 'application' to appear on the List of Declared Subcontractors. Lead providers are responsible for updating their

subcontracting information through the Declaration of Subcontractors form. The Agency then collates this data and presents it on the List of Declared Subcontractors at different points in the year.

What is the Declaration of Subcontractors form and how does this relate to the Register of Training Organisations?

If you are a lead provider to the Agency but rely on another company to deliver some of your education and training provision and make payment for this through your funding allocation, this arrangement is classed as subcontracting and you need to declare it. Lead providers must do so, regardless of total contract value, by completing the Declaration of Subcontractors form. This feeds into the List of Declared Subcontractors (previously the Subcontracting Register), which differs from the Register of Training Organisations in that it simply details all subcontractors contracted to deliver over £100,000 of education and training provision in aggregate, their lead providers and the aggregate contract value.

I am a lead provider to the Agency. What are my responsibilities regarding my subcontractors in the context of the Register?

Lead providers are responsible for ensuring that their subcontractors with an aggregate financial value of £100,000 or more across one or more training organisation/s know they should apply to enter the Register by completing the Due Diligence Assurance Gateway process. These requirements can be found in our 2014/15 Funding Rules

<https://www.gov.uk/government/publications/sfa-funding-rules>

If the individual subcontract held with a lead provider is less than £100,000, the lead provider should verify if further subcontracts exist that could place the subcontractor over the £100,000 threshold. A list of subcontractors contracted to deliver over £100,000 in aggregate and their lead providers is available on the Subcontracting section of our website:

<https://www.gov.uk/government/collections/sfa-subcontracting-using-funding-to-offer-education-and-training>

Lead providers should liaise with their subcontractors to confirm that they understand and complete the Due Diligence Assurance Gateway process.

How do I find out which organisations are listed as subcontractors?

The Skills Funding Agency supports the FE sector by publishing a list of all subcontractors with an aggregate contract value of £100,000 and over, together with details of their lead provider/s on the Subcontracting section of its website:

<https://www.gov.uk/government/collections/sfa-subcontracting-using-funding-to-offer-education-and-training>

The Agency collects this information from the FE sector through the Declaration of Subcontractors form. This is a contractual requirement for lead providers to submit the form twice each year; we then collate and aggregate the information into the List of Declared Subcontractors (previously the Subcontracting Register).

I am a subcontractor to one or more Agency lead providers and have been informed that I will not be listed on the Register. What does this mean?

If you are currently a subcontractor with an aggregate financial value of £100,000 or more across one or more lead providers, and have been assessed as 'Not Approved', the Agency will inform your lead provider/s. The Agency will request that your lead provider/s seeks the necessary assurances to validate the contract you hold with them.

Do all subcontractors have to complete the Due Diligence Assurance Gateway process?

The Chief Executive of Skills Funding expects all subcontractors with an aggregated contract value in excess of £100,000 to have entered the Register.

Organisations that have an aggregate contract value below £100,000 do not have to apply to enter the Register but can do so, if they wish to be deliver funding as a lead provider in their own right.

I am a subcontractor to one or more Skills Funding Agency lead providers – is there a deadline for entering the Register and will there be any more opportunities to do so before the end of the year?

All subcontractors with a current aggregate contract value of £100,000 or more, across one or more lead providers, along with those that wish to subcontract in the future, must submit their application and be 'Approved' to enter the Register.

It is a Funding Requirement that prime contractors **must not** appoint subcontractors that have an aggregate contract value of £100,000 for an academic year, with one or more directly funded providers who are not listed on the Register. In such cases, the subcontractor must be listed on the Register before you enter into a subcontract with them.

Is the Agency responsible for the due diligence of subcontractors that are listed on the Register?

No – the Agency expects lead providers to conduct their own due diligence on any subcontractors they engage. The Due Diligence Assurance Gateway is a procurement process to satisfy the Agency that any training organisation is technically and financially sound to deliver training provision. The appearance of a subcontractor on the Register of Training Organisations does not remove the responsibility of lead providers to conduct their own due diligence to ensure the suitability for their subcontracting requirements.

Whilst subcontractors may go through and pass the due diligence process of a lead provider in order to subcontract, they must pass our Due Diligence Assurance Gateway to sit on the Register.

Why do subcontractors have to complete the Due Diligence Assurance Gateway for the Register of Training Organisations?

The Agency requires those subcontractors whose aggregated total funding is £100,000 or more, across one or more training organisation/s, to complete the Due Diligence Assurance Gateway process.

The Agency has to ensure that it manages the deployment of funds effectively and efficiently while mitigating any associated risks to support the FE sector. As part of our commitment to the FE sector, and in line with the intentions of the Government's transparency agenda, we publish the Register of Training Organisations and the List of Declared Subcontractors (previously the Subcontracting Register) periodically throughout the year. By including subcontractors with an aggregate funding over £100,000 or more in these publications, it provides the Chief Executive of Skills Funding with an additional mechanism to share information and manage and monitor public funds.

This requirement does not diminish the due diligence responsibilities of lead providers when engaging subcontractors.

The Chief Executive of Skills Funding reserves the right to refuse subcontractor relationships with lead providers.

My organisation is listed on the Register and would like a subcontracting arrangement with one of the Skills Funding Agency's lead providers. Can the Agency facilitate this?

No – the Agency does not facilitate the engagement of subcontractors by lead providers. Lead providers carry out all subcontracting arrangements, subject to their due diligence and decision-making processes. Both parties, lead provider and subcontractor, are responsible for ensuring that the subcontractor has the capability and capacity to deliver their contract.

We are a subcontractor receiving funding indirectly from the Chief Executive of Skills Funding through a lead provider. Our total aggregate contract value is under £100,000 and our lead provider is insisting that

we apply to enter the Register – do we have to complete the Due Diligence Assurance Gateway?

The Agency only requires subcontractors with a current aggregate contract value of £100,000 or more, across one or more lead providers to enter the Register.

If you are an existing subcontractor, you may want to consider whether you would like to be selected to compete for your own direct contract, rather than solely as a lead provider to a subcontractor. Please note that if you do, you will need to declare when completing the online questionnaire that you have sufficient financial stability, capacity, capability and resource to deliver education and training each academic year.

Can our lead provider insist that we apply for entry on the Register?

As soon as a subcontracting arrangement is entered into and the subcontractor is over the £100,000 aggregated threshold, the subcontractor must apply to enter the Register. It is the responsibility of the lead provider/s to ensure their subcontractors understand their obligation and apply to enter the Register by completing and passing the Due Diligence Assurance Gateway process.

We are unable to advise lead providers and their subcontractors as to how they carry out their own due diligence processes; however lead providers must meet the requirements specified within the funding agreement they have with us. If unsure, subcontractors should speak to their lead provider(s).

I am a lead provider with several subcontractors. Should I base my answers to the online questionnaire on my organisation or also include information about my subcontractors?

As part of the Due Diligence Assurance Gateway, a lead provider's response to the online questionnaire should only relate to the organisation that is applying to enter the Register.

With regard to subcontractors, lead providers are responsible for the following:

- completing the Declaration of Subcontractors form to advise the Agency of all subcontracting agreements, regardless of value
- ensuring that subcontractors with an aggregate financial value of £100,000 or more across one or more training organisation/s, apply to enter the Register by completing the Due Diligence Assurance Gateway process

We understand that subcontracting relationships are subject to change and we ask that you update your subcontract declaration form immediately. The Register opens periodically throughout the year and aligns with publication of the List of Declared Subcontractors (previously the Subcontracting Register).

We will inform you of these activities through the weekly Update newsletter and on the Register and Subcontracting sections of our website:

<https://www.gov.uk/government/collections/sfa-register-of-training-organisations--2>

<https://www.gov.uk/government/collections/sfa-subcontracting-using-funding-to-offer-education-and-training>

We have three subcontractors that we work with and only one has a contract value in excess of £100,000. Do they all have to register or just the one with the contract over £100,000?

Only the subcontractor delivering at least £100,000 in aggregate must complete the Due Diligence Assurance Gateway process and appear on the Register.

Please note that once subcontracting agreements with an aggregate value in excess of £100,000 are entered into, declared and published on our List of Declared Subcontractors (previously the Subcontracting Register), we expect

these subcontractors to apply the next time the Register opens. However, there is nothing to prevent potential subcontractors applying in advance.

The £100,000 refers to the aggregate value of contracts held by a subcontractor with one or more Skills Funding Agency lead providers and not the value of each individual contract held. Lead providers should ensure that their subcontractors are aware of the process but it is a subcontractor's responsibility to apply to enter the Register.

We will monitor whether training organisations currently funded to deliver education and training, as well as subcontractors holding subcontracts with an aggregate value of £100,000 or above each year complete the Due Diligence Assurance Gateway. We will take action accordingly if you do not apply when required.

Additionally, lead providers are responsible for completing the Declaration of Subcontractors form to advise the Agency of all subcontracting agreements, regardless of value. Further information on this is available on the Subcontracting section of our website:

<https://www.gov.uk/government/collections/sfa-subcontracting-using-funding-to-offer-education-and-training>

Exemptions

We are a sixth-form college – do we need to apply to enter the Register?

Sixth-form colleges are exempt from entering the Register. However, if they wish to apply for future tendering opportunities or increase their Maximum Contract Value, they will need to successfully enter the Register.

We are a large employer and the National Apprenticeship Service manages our contract. Do we need to apply to enter the Register?

Yes. As detailed in the Read Me First guidance document, large employers in receipt of grant funding from the National Apprenticeship Service (NAS) need to pass the Due Diligence Assurance Gateway.

Information on the services NAS provide are available on the NAS website:
<http://www.apprenticeships.org.uk/>

We believe we are a large employer, delivering training services to our employees only – do we need to apply to enter the Register?

Yes. In this situation, employees are classed as learners, which means that your organisation is a training provider, so you need to apply to enter the Register.

I am in the process of completing the online questionnaire as part of the Due Diligence Assurance Gateway but several of the questions do not apply to our organisation. I don't want to be marked down for leaving answers blank – what do I do?

For any questions that do not apply to an organisation, use the 'N/A' option – we will include this either as a drop-down option or you can type it into the text box.

Refresh of the Register of Training Organisations

When will I need to refresh my entry on the Register?

Organisations were required to refresh their information in October 2013. If you applied to the refresh and passed, you will not need to take any action at this opening and we will advise you of when you are next required to refresh.

The same also applies to the December 2014 opening. If you applied and failed or did not apply at this opening, and you are a direct contract holder or subcontractor with an aggregate subcontract value of £100,000 or more, you are required to apply at this opening.

If you are currently listed on the Register, you do not need to reapply (unless your information has changed, as described above). If you do reapply, without being required to do so, we will not assess your application.

I was successfully entered onto the Register in January 2014, July 2014 or December 2014 do I need to refresh?

No. If you appear on the latest publication of the Register (published in December 2014) then you will not need to take any action at this opening. The latest publication of the Register can be found here:

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