

ACTOR Update

Date of issue 01 June 2011

The next freeze of information of Approved College and Training Organisation Register (ACTOR) is scheduled for 17:00 on 22 June 2011.

All organisations must be registered on ACTOR in order to be considered for funding. Once on the register, organisations may be considered in the procurement exercises that the Agency carries out, without having to submit additional lengthy, onerous bids, a historical process that has tended to award provision to organisations with the best bid-writers rather than the best track-record for meeting the needs of the most disadvantaged people.

The information captured by ACTOR is not qualitative, speculative, information but information that relates to the actual performance of organisations based on evidence.

This message is to confirm that the Agency will use the information recorded on the current Adult Skills Budget Invitation to Tender (ITT) to invite appropriate organisations to submit further information to be considered for the following areas of provision:

Activities will include:

- Workforce Entry and Progression through Apprenticeships
- Support for the Unemployed (including Apprenticeship Support for Employers) – European Social Fund (ESF)
- Skills Support for Redundancy - ESF
- Apprenticeships for those Not in Education, Employment, or Training (NEET) including Age Related Grants
- Growth and Innovation Fund Joint Investment Programme - *for further information please see the following provider guidance on the Joint Investment Programme: [Joint Investment Programme 2011 Provider Brief](#).*

Skills Funding Agency

Cheylesmore House Quinton Road Coventry CV1 2WT
T 0845 377 5000 www.skillsfundingagency.bis.gov.uk
An agency of the Department for Business, Innovation & Skills

The main Growth and Innovation Fund (GIF) and Joint Investment Programme (JIP) page can be found on the Skills Funding Agency website: [GIF/JIP page](#).

This includes the main GIF/JIP prospectus setting out the scope of the Joint Investment Programme and criteria for applications from eligible employer bodies.

The Agency will apply a mini competition process to all of the areas above. This process is described in the [ACTOR Briefing Note](#) published in February 2011.

Any organisation which submitted a Due Diligence Pre - Qualification Questionnaire (PQQ) for the March, April or May freeze dates will be advised of the outcome before 8 June to allow time for any organisation that does not pass these PQQs to resubmit their details before the June freeze date.

Organisations should remember that all information they submit against the PQQ and ITTs is theirs and the Skills Funding Agency does not access responses until the freeze dates have passed. Therefore organisations are encouraged to update any Invitation to Tender submissions as appropriate in between and before each freeze date deadline.

Any organisation that registered in January does not need to re submit its information, unless any of its details have changed. The automatic pass on the pre qualification Question, due diligence section still applies for the June freeze. This means that providers that already had contracts with the Skills Funding Agency in 2010/11, and those that were included in the Qualified Provider Framework at its closure in September 2010 are deemed to have passed the due diligence section for 2011/12. The [list of those colleges and training organisations](#) which do not have to submit an ACTOR due diligence questionnaire at this time is available on the Skills Funding Agency [website](#).

Please be assured that we are committed to working with the sector to improve our communications in this area and we will notify in advance the request to review the breadth and level of information that the organisation has provided. This should ensure that providers are given every opportunity to demonstrate the breadth of their track record. This aspect has been raised as a concern arising from the use of ACTOR earlier in the year.

Any queries regarding the specific ITT should be posted on the current message board via Bravo. General procurement enquires should be sent to the procurement help [mailbox](#).

The Agency would also like to encourage all organisations to review their registration on Bravo (the e-portal website for ACTOR through which communications are published) to ensure all details are current and up to date. It is the responsibility of registering organisations to ensure their details are current.