

Frequently Asked Questions about the Register of Training Organisations and Due Diligence Assurance Gateway

The Register of Training Organisations

Where can I find a copy of the Register?

Information about the Register is available at the following web page:
<http://skillsfundingagency.bis.gov.uk/providers/programmes/register/>.

We launched the Register on 18 January. Organisations are currently completing the Due Diligence Assurance Gateway process associated with the Register for the first time. The first version of the Register will be published early in April following evaluation of the submissions currently being made.

Subcontracting

We are a training organisation that year on year has delivered training and received funding indirectly from the Skills Funding Agency on the basis of being a sub-contractor to one college. Our total annual funding from this arrangement is under £100,000. In the past the college has required us to be on the Approved College and Training Organisation Register (ACTOR). Do we need to complete the Due Diligence Assurance Gateway?

Section 4.2 of *Read Me First – Guidance for Completion* confirms which organisations should complete the Due Diligence Assurance Gateway and we specify three categories. On the basis of the information you have provided, you will need to consider if you wish to be selected to be invited to tender by us. Please note 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 in excess of £500,000 of provision per academic year.

Skills Funding Agency

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

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

Section 3.3 of *Read Me First – Guidance for Completion* confirms that we do not require training organisations funded by us to only subcontract to organisations that appear on the Register. We are unable to advise lead providers and their subcontractors as to how they carry out their own due diligence processes as long as lead providers meet the requirements specified within the funding agreement they have with us.

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

An organisation's response to the online questionnaire should only relate to that organisation.

We have three subcontractors that we work with and only one has a contract value in excess of £500,000. Do they all have to register or just the one with the contract over £500,000?

Section 4.2 of *Read Me First - Guidance for Completion* confirms that organisations should complete the Due Diligence Assurance Gateway if one or more of the following apply:

- They have an existing funding agreement with us.
- They want to be selected to be invited to tender for education and training provision being commissioned by the Skills Funding Agency from 1 April 2012.
- They are a subcontractor holding contracts with an aggregate value of £500,000 or above per annum.

The £500,000 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.

E-tendering Portal

I need to complete the online questionnaire part of the Due Diligence Assurance Gateway. I have not had to use the e-tendering portal for over a year and have forgotten my username and password.

We are unfortunately unable to assist with technical queries regarding the e-tendering portal as it is managed by a third party. Please contact help@bravosolution.co.uk and the representatives there will be pleased to advise you.

Can you help me gain access to the e-tendering portal? My predecessor is no longer contactable and the username and password I have been given does not work. Could you possibly arrange for the supply of new access codes?

We are unfortunately unable to assist with technical queries regarding the e-tendering portal as it is managed by a third party. Please contact help@bravosolution.co.uk and the representatives there will be pleased to advise you.

I have logged on to <https://skillsfundingagency.bravosolution.co.uk> 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 <http://skillsfundingagency.bis.gov.uk/providers/programmes/register/>.

Approved College and Training Organisation Register (ACTOR)

Last Summer we received an email notifying us that we needed to update our ACTOR Due Diligence Questionnaire and Single Adult Skills Budget ITT. However, they have been closed to be evaluated since we got that request. Do we still need to update these documents?

ACTOR has now been replaced by the Register of Training Organisations and therefore ACTOR online questionnaires are no longer available for updating.

I can't see any references to 'mini competition' or 'direct selection' in the published documents about the Register. Will you still be using these methods to procure provision?

Organisations which pass the Due Diligence Assurance Gateway and therefore appear on the Register of Training Organisations will be invited to tender for the delivery of education and training services. From April 2012, there will be no more mini competitions or direct selection.

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.

Timescales

Will the Due Diligence Assurance Gateway be opened again to new providers in the future and, if so, when?

Read Me First - Guidance for Completion confirms that there will be at least one further opportunity to go through the process in 2012. However, we have yet to publish the applicable date(s). We will advertise subsequent dates through our Update newsletter.

Other

I would be grateful if you could provide some further information as to whether [named partnership of training organisations] would be eligible to complete the Due Diligence Assurance Gateway. [Named partnership of training organisations] does not directly deliver but when bidding for funds one of the member organisations acts as the lead.

Section 4.1 of *Read Me First - Guidance for Completion* confirms that before you start the Due Diligence Assurance Gateway process, you should ensure that your organisation is a legal entity and is included in the UK Register of Learning Providers (UKRLP). We will undertake checks on all organisations completing the Due Diligence Assurance Gateway process to ensure that they are legal entities.

Is there is a different Due Diligence Assurance Gateway process for newly incorporated training and skills companies?

The process is the same for newly incorporated organisations as it is for established ones. Please be aware, however, of the specific financial statements we require from newly incorporated companies.

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

As the Due Diligence Assurance Gateway is part of our formal procurement processes, we are unable to provide advice to organisations in advance as to whether they would pass the Due Diligence Assurance Gateway.