

Guidance for the completion of the 2011/12 Declaration of subcontractors form

16 June 2011

The declaration form must be received in Excel and emailed to the person on the contract email.

Part 1: Lead Provider details

This is the part of the form that is to be completed with the details of the organisation that is in receipt of the Chief Executive's funding under a contract or funding agreement

1 – Legal entity name of the College or Training organisation (“Lead Provider”) in receipt of funds from the Chief Executive (please detail the full name as on your contract)

- This needs to be completed with the full legal entity's correct name.

2 – UK Provider Registration Number (UKPRN)

- This needs to be completed with the full, accurate number that is detailed on your full name on UKRLP. The number is 8 digits long and starts with a 1. The UKPRN is different from the Unique Provider Identification Number (UPIN).

3 – Date of return

- This needs to be completed with the date you have made the return (both in hard copy and electronically) to the appropriate in-box.

4 – Do you subcontract any of your funded provision? (Please tick)

- You need to declare whether or not you subcontract any of your funded provision. By ticking “no” this means a nil return.
- If you tick “no” you can then go to Part 4: Declaration.

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

Part 2: Subcontractor details

5 – Legal entity name/s of the subcontractor's

- Please detail the full name/s of the legal entity (not the trading names or any short versions of the names).

6 – Registered company number

- All companies should be registered at Companies House and the registered company number should be provided. This will be an 8 digit number starting with 0.

7 – Name/s of the director/s of the subcontractor/s detailed (this is not applicable for colleges or local authorities as the Chief Executive already holds this information)

- This needs to be detailed with the names (in full and any known short names) of the director/s of the subcontractor/s.
- This does not refer to colleges or local authorities.

8 – UKPRN

- This is the UKPRN as detailed against the registered name on UKRLP. This number needs to be accurate as it will be validated against the data returns. This will be an 8 digit number starting with 1.

9 – Provision type –

- This needs to be completed with the provision type that the subcontractor delivers and needs to be either 16-18 Apprenticeships, Adult Apprenticeships, Single Adult Budget excluding Apprenticeships, European Social Fund (ESF), Adult Safeguarded Learning (ASL) and/or Other.
- The provision type detailed is to be for each subcontractor. Therefore, if a subcontractor is delivering two provision types they will need to be detailed twice.

10 – Value (£) of the subcontracting arrangements

- The value needs to be the funds received from the Chief Executive that you subcontract, for the provision type already detailed on the form.
- Where a contract is longer than 12 months, please use the 12 month academic year value. Where the contract term is 12 months or less, please use the maximum contract value.

11 – Maximum number of learners stipulated in the subcontract

- This needs to detail the maximum number of learners you have stated, for each of the provision types and values already detailed in the form.
- Where a contract is longer than 12 months, please use the 12 months learner volumes. Where the contract term is 12 months or less. Please use the maximum learner volumes.

12 – The delivery location region

NOT PROTECTIVELY MARKED

- This needs to be detailed with the delivery region either East Midlands, East of England, London, North East, North West, South East, South West, West Midlands, Yorkshire and the Humber or National (for large employer contracts only).

13 – The start and end dates at which the subcontracting is expected to start or started and ended.

- This needs to confirm the start and end dates of the subcontractor's contract.
- This needs to be in the format of dd/mm/yyyy.

14 – What % of the funds that you receive from the Chief Executive for this subcontracted provision do you pass onto the subcontractor through the contract?

- This needs to detail how much (as a percentage) your organisation passes onto the subcontractor for that proportion of Chief Executive funding. For example if you subcontract with a subcontractor to deliver half of the provision you are funded by the Chief Executive to deliver does the subcontractor receive 100% of the funding you have received from the Chief Executive to deliver that provision or a lower percentage?

15 – Where the percentage of funding is less than 85% please list the services delivered on behalf of the subcontractor e.g., data and MI services

- Where the percentage of funding passing to the subcontractor is less than 85% please provide an explanation for retaining some of the funding in terms of any administration or management or other services which your organisation is providing.

Part 3: Second level subcontracting

16 – Do any of your subcontractors use subcontractors for any of the Chief Executive's funded activity? (Please tick)

- You need to declare whether or not any of your subcontractors re-subcontract any of the Chief Executive's funding by ticking "yes" or "no".

Part 4: Declaration

17 – Name and 18 – Position

- This needs to be completed by the Principal and/or Chief Executive and/or Managing Director and/or Authorised signatory of the organisation. As it forms part of the contract the expectation is that the person who is authorised to sign the contract would also complete this part of the form.
- The hard copy requires the signature and the electronic copy requires the name to be detailed.
- This declaration details the responsibility for the information above as well as the due diligence that has been undertaken. It asserts that the person

NOT PROTECTIVELY MARKED

signing the form and detailing their name on the electronic version of the form has checked whether or not any second level subcontracting is being undertaken. It also states that the data may be published by the Chief Executive.

Part 5: Permission

- Please be advised that the Chief Executive will review the details submitted. If any of the details requires further clarification our Account Manager will contact you. The Chief Executive reserves the right to withhold or withdraw his consent at any time.