

Letter: from David Hughes describing the change from QPF to ACTOR.

To: all Chief Executives/Principals of colleges and training organisations that have contracts from the Chief Executive of Skills Funding for 2010/11.

22 September 2010

Dear colleague

**Re: Introduction of the Approved College and Training Organisation Register to replace the Qualified Provider Framework**

I am writing to tell you that the Approved Colleges and Training Organisations Register (ACTOR) will be launched on Wednesday 20 October 2010. This will replace the Skills Funding Agency's Qualified Provider Framework (QPF) from that date.

ACTOR will serve two key purposes: it will be a central list of all colleges and training organisations that are eligible to receive funding from the Skills Funding Agency and it will be used when the Agency wishes to secure provision through an open and competitive tendering process.

ACTOR has been designed to be simpler and less bureaucratic than the QPF. In particular, bringing together the two stage pre-qualifying and tendering processes within the QPF into a single, streamlined process. This will remove the requirement for colleges and training organisations to respond to separate tenders when bidding to win provision through open and competitive tendering rounds. In addition, ACTOR uses only closed questions with multiple choice answers, making it easier to use than the QPF.

**What you need to do**

From 20 October 2010, all colleges and training organisations must be registered on ACTOR in order to be considered for participation funding from the Skills Funding Agency in 2011/12. There is no need to take any action prior to 20 October 2010.

**Skills Funding Agency**

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

After 20 October and before 31 December 2010, you will have to complete and submit an e-tender for all the funding streams that you wish to be considered for funding in 2011/12, including those you are delivering in 2010/11. This submission will be through the Skills Funding Agency's e-tendering portal.

Full instructions on accessing our e-tendering portal and completing your ACTOR registration will be placed on the Skills Funding Agency's website and on the portal itself on 20 October 2010.

I recognise that the transfer to ACTOR will require some additional work before 31 December 2010. However, this will be more than offset by the reduced effort required to refresh your ACTOR registration when compared with the QPF, particularly bearing in mind the reduced use of written tenders.

Yours sincerely

A handwritten signature in black ink that reads "David Hughes". The signature is written in a cursive style with a large initial 'D' and 'H'.

David Hughes  
Provider Services Director