

Dear Colleague

## **URGENT - Update on ACTOR deadline**

I have decided to extend the deadline for completing Approved College and Training Organisation Register (ACTOR) Pre-Qualification Questionnaire (PQQ) and Invitation to Tender (ITT) submissions from 31 December 2010 to 14 January 2011.

The extension is because we recognise that using 31 December for such an important deadline is not ideal and also in part to recognise the difficulties that many organisations have alerted us to due to the recent bad weather, which may have impacted on their ability to complete the relevant information. **We have therefore decided that the annual deadline for organisations updating their ACTOR submissions will be moved to 14 January 2011**, rather than continue to use the 31 December 2010 deadline.

Any organisation that has not yet completed the relevant information on ACTOR will have until 14 January 2011 to do so. Those that have already submitted their responses will have until 14 January to revisit these responses and make any changes, as no response will be assessed until ACTOR is closed at 5pm on 14 January 2011. ACTOR will be available from 15 January 2011 for organisations to access and provide information, but any responses submitted after 14 January 2011 will not be assessed until the next planned freeze date in March 2011. The primary purpose of the March freeze is take account of any arrangements arising from the introduction of a minimum contract level for 2011/12, as set out in [Guidance Note 6](#) issued by the Skills Funding Agency.

Please note that all organisations that wish to be considered for funding in 2011/12 need to take some action before 14 January 2011. Those organisations that currently hold an existing Agency contract for educational or vocational training or were successful following the evaluation of Qualified Provider Framework submissions in September 2010 do not need to complete the ACTOR PQQ, but still need to complete the relevant ACTOR ITTs. All other organisations will need to complete both ACTOR PQQ and any relevant ITTs.

Full details of the actions that organisations need to take are available from the Skills Funding Agency's [website](#). Please be aware that the issuing of indicative funding allocations for 2011/12 on 15 December does not change this position and any organisation that wishes to be considered for funding in 2011/12 still needs to take the necessary action on ACTOR, even where they

have received an indicative allocation. This was clarified in paragraphs 35 and 36 of Guidance Note 6.

Organisations should note that the Agency intends to use the ACTOR returns from 14 January 2011 for procuring Adult ESF provision from April 2011. Therefore, in order to be considered for an Adult ESF contract organisations must ensure that they have completed the relevant ITTs and if necessary the PQQ. The ACTOR ITTs do not specifically refer to ESF but include sections on the types of provision that will be supported through the use of ESF. Organisations will therefore need to ensure they have completed these relevant sections in order to be considered for Adult ESF contracts from April 2011.

I am sorry if the original deadline caused you difficulties and I hope that this extension is helpful.

Yours sincerely

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

David Hughes

Director of Provider Services

**Skills Funding Agency**

Cheylesmore House Quinton Road Coventry CV1 2WT  
T 0845 377 5000 F 024 7682 3675 [www.bis.gov.uk/skillsfundingagency](http://www.bis.gov.uk/skillsfundingagency)

An agency of the Department for Business, Innovation & Skills