

## **ACTOR Update**

**Date of issue**                      27 June 2011

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All organisations must be registered on the Approved College and Training Organisation Register (ACTOR) in order to be considered for funding by the Chief Executive of Skills Funding. Once on the register, organisations may be considered in the procurement exercises that the Skills Funding Agency carries out, without having to submit additional lengthy, onerous and repetitive bids. This historical process 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.

### **Next freeze of data on ACTOR**

The next freeze of information of ACTOR is scheduled for 17:00 on 15 July 2011. Please be advised that the freeze of information scheduled for 22 June was cancelled and consolidated into the upcoming July freeze.

### **Upcoming tendering exercises**

The Agency will use the information recorded on the Adult Skills Budget Invitation to Tender (ITT) to invite appropriate organisations to submit further information to be considered for the following areas of provision.

Before 15 July, the Agency will provide details of the individual process, timetable and a brief service description for each of the following upcoming procurements. The process description will include details of the basis for inviting organisations to submit further information. A headline for each of the current planned procurement activities is listed below:

<b>Provision</b>	<b>Process</b>
Workforce Entry and Progression through Apprenticeships	Mini competition
Support for the Unemployed (including Apprenticeship)	Mini competition

### **Skills Funding Agency**

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An agency of the Department for Business, Innovation & Skills

Support for Employers) – European Social Fund (ESF)	
Skills Support for Redundancy - ESF	Mini competition
Apprenticeships for those Not in Education, Employment or Training (NEET) including Age Related Grants	Mini competition
Growth and Innovation Fund Joint Investment Programme (Employer Responsive)	Mini competition
Learning and skills development for adults aged over 18 years of age in custody	Full competition

The processes for the mini and full competition activities are described in the ACTOR Briefing Note published in February 2011 and available on the Skills Funding Agency [website](#).

Organisations who wish to be considered for funding to deliver the provision listed above, which will be secured **via the mini competition process**, must be registered on ACTOR following evaluation and moderation of the July data freeze and have submitted the Single Adult Skills Budget ITT indicating which types of provision they wish to deliver.

All organisations that have passed the Pre-Qualification Questionnaire (PQQ) stage following evaluation and moderation of the July data freeze will be invited to submit a tender for the learning and skills development for adults aged over 18 years of age in custody provision in line with the **full competition process**.

### Registering on ACTOR

To be registered on ACTOR, organisations must have passed a due diligence PQQ and have submitted an on-line ITT.

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 currently registered on ACTOR does not need to re submit its information, unless any of its details have changed. The automatic pass on the due diligence PQQ, due diligence section still applies for the next freeze of ACTOR. 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 continuously improve our ACTOR communications.

Please can we encourage organisations to review ALL of their registration details on BRAVO ensuring that they are up to date. It is the responsibility of registering organisations to ensure their details are current and appropriate to the requirements of their organisation.

Queries regarding a tendering exercise which has yet to start should be sent to [procurementhelp@skillsfundingagency.bis.gov.uk](mailto:procurementhelp@skillsfundingagency.bis.gov.uk).

Queries regarding a tendering exercise which is already in progress should be posted on the relevant Bravo message board.

Please note that historic Bravo message boards are not routinely monitored and therefore queries sent to an incorrect message board may receive a delayed response.