

**Subcontracting PQQ and Due Diligence Form**

The Education and Skills Funding Agency (ESFA) and/ or the West Midland Combined Authority (WMCA) requires that all arrangements between lead providers and subcontractors are confirmed in legally binding contracts prior to subcontract delivery.

Prior to entering a contract, we are required as the lead provider to carry out due diligence to satisfy ourselves and the ESFA and/ or the WMCA that the subcontractor has sufficient capacity, capability, quality and business standing to deliver the provision that is being subcontracted, and in accordance with current funding rules.

This PQQ and due diligence checklist sets out the questions and identifies the documents that we require prior to awarding and approving a contract.

Please complete this form with as much information as possible.

If a question does not seem relevant or you are not able to answer a question or provide evidence please make a comment to that effect in the evidence and comments column on the table.

**Subcontracting Due Diligence Requirements**

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| **Subcontractor Name** |  |
| **Name of subcontract main contact** |  |
| **E-mail address and phone number of subcontract contact** |  |

| **BMetREF** | **Required** | **Evidence and comments** | **Evidence Provided** |
| --- | --- | --- | --- |
| **EV3** | **Companies House Registration Number** |  | N/A |
|  | **Parent Company Details if any** |  | N/A |
| **EV14** | **Listed on** [**RoATP**](https://download.apprenticeships.education.gov.uk/roatp) **(if apprenticeship training provider)** | Employer Provider  Main Provider  Supporting Provider | N/A |
| **EV15** | **UKPRN number (if applicable)** |  | N/A |
|  | **Financial** | | |
| **EV5** | **Employer liability/ public liability insurance** |  |  |
| **EV7** | **Financial statements or audited accounts for the last 3 financial years** |  |  |
| **EV10** | **Management accounts for the preceding 3 months** |  |  |
| **EV8** | **New and cancelled contracts within the last three years, if any. Turnover based on the BMet contract (dependence)** |  |  |
| **EV12** | **Are there any potential conflicts or perceived conflicts of interests that you are aware of?** | Yes/ No  If yes; please provide details |  |
|  | **Has your organisation failed to repay any funding due to the ESFA or WMCA or any other public body in excess of £50k including through a subcontract?** | Yes/No |  |
|  | **Has your organisation been or is it subject to any of the following: - involuntary withdrawal of Initial Teach Training Accreditation; removal of funding by the Office of Students or removal from any professional trade registers which would impact on the ability to deliver the agreed education/ training?** | Yes/ No |  |
|  | **Has a director, shadow director, person in control of with powers of representation, influence on management been subject to a prohibition order from the Teaching Regulation Agency on behalf of the secretary of state for Education?**  **If yes, has ESFA confirmed there is sufficient and compelling evidence that public funds are not being put at risk?** | Yes/No |  |
|  | **Quality** | | |
| **EV17** | **Is a formal qualification being delivered on behalf of BMet? Provide details of qualification(s) being delivered and awarding organisation.** |  |  |
| **EV18** | **If Ofsted registered – latest report and grade** |  |  |
| **EV19** | **If Ofsted registered please provide current SAR & QIP** |  |  |
| **EV20** | **Achievement Rates for previous 3 years** |  |  |
| **EV21** | **Proof of awarding organisation accreditation for delivery of qualifications (if applicable)** |  |  |
| **EV22** | **Teachers/Assessor roles and responsibilities:**  **\* Skills set to deliver qualification requirements \* Ratio of assessors to learners \* Ratio of IQAs to assessors \* Contingency plans for skills set retention** |  |  |
| **EV23** | **Other delivery staff roles and responsibilities (If applicable e.g. football coaches/ mentors):**  **\* Skills sets to deliver qualification requirements \* Ratio of assessors to learners** |  |  |
| **EV24** | **EQA report** |  |  |
|  | **Professional Commercial affiliations** |  |  |
|  | **Staffing** | | |
| **EV26** | **Organisation chart/ list of all Company staff involved in delivery** |  |  |
| **EV27** | **Delivery staff CV'S** |  |  |
| **EV28** | **Staff qualifications** |  |  |
| **EV29** | **DBS reports for staff who will have contact with learners (in-person, online, by phone) within the last 3 years** |  |  |
| **EV30** | **Safeguarding training - annual up to date for each member of staff** |  |  |
| **EV32** | **Prevent training – annual up to date for each member of staff** |  |  |
|  | **Policies** | | |
| **EV25** | **Staff recruitment policy** |  |  |
| **EV31** | **Safeguarding Policy (to include IT and social media)** |  |  |
| **EV34** | **Health and Safety policy** |  |  |
| **EV36** | **Health and Safety Risk assessments (if required based on activity)** |  |  |
| **EV38** | **Diversity and Inclusion policy** |  |  |
| **EV33** | **Extremism / Radicalisation policy -** How do you ensure you do not fund extremism? |  |  |
| **EV40** | **General Data Protection policy** |  |  |

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| **Subcontracting Declaration**  We are required by our funders (ESFA & WMCA) to ensure second-level subcontracting does not take place with our subcontractors. Second-level subcontracting is explicitly forbidden under the funding rules. This means you must not subcontract any part of the delivery of funded provision to other organisations. Self-employed or staff employed by an agency are also forbidden unless those individuals are working under your direct management and control in the same way as your own employees.  By signing you confirm that you do not subcontract any part of the delivery of funded provision to other organisations. All staff are directly employed and managed by you as the subcontractor. The list of staff who deliver on the subcontract with BMet College have been provided to the College and any changes to staff will be declared to the College prior to delivery.  Signature:  Name:  Job title:  Date: |

By signing below, you confirm that you are an authorised representative of the Subcontractor and that to the best of your knowledge the information that has been provided is correct. Any changes to the information will be provided to BMet in writing.

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| **Signature** |  |
| **Name** |  |
| **Job Title** |  |
| **Date of completion** |  |