

PRE – QUALIFICATION QUESTIONNAIRE

PARTNERSHIP & SUBCONTRACTORS ORGANISATIONS FOR THE DELIVERY OF LEARNER RELATED CONTRACTS 2022-23

Return of PQQ & Associated Documentation

The PQQ document and all associated documentation can be returned in the following format:

- Electronically to - finance@bacoll.ac.uk for the attention of Katie Hall. A signed copy of the declaration, section 11 must be received either by mail, scanned copy or using an electronic signature.
- By post to – Bishop Auckland College Group, Woodhouse Lane, Bishop Auckland, County Durham, DL14 6JZ. For the attention of Katie Hall, Finance Assistant.

Queries

If you have any queries relating to the completion of the PQQ or the documentation required with the return, please contact Katie Hall on 01388 443037 or via email

katie.hall@bacoll.ac.uk

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Please complete all sections, signing where indicated, if there is insufficient space in any area please attach additional pages.

After completion please return this PQQ to the contact name below by

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at :

Bishop Auckland College Group
Woodhouse Lane
Bishop Auckland
Co Durham
DL14 6JZ

Note : The College Group will not be liable for any costs or expenses incurred by applicants in completing this questionnaire or providing references.

Should you have any queries in relation to this PQQ please contact

Name: Katie Hall
Telephone: 01388 443037
E-mail: Katie.Hall@bacoll.ac.uk

1. Introduction

Bishop Auckland College Group is a major provider of further education within South West Durham, providing vocational education and training to around 8000 full and part time students in any single academic year.

The broad curriculum includes Art and Design, Beauty Therapy, Business and Administration, Catering & Hospitality, Childcare & Education, Computing & IT, Construction, Foundation Studies, Hairdressing & Beauty, Health & Social Care, Maintenance Operations, Motor Vehicle, Music & Performing Arts, Sport, Travel & Tourism, Advice & Guidance, Craft, Languages & Communication, Media & Music Technology, Teacher Training, Maths and English for Life

The College Group, in partnership with the University of Sunderland also offers a range of foundation degrees, most of which are studied on a part time basis. The Higher Education Gateway Centre has been designed specifically to cater for Higher Education Students and in any one year the College Group has over 500 students studying on part time Higher Education programmes.

The College Group operates from the main campus site as well as three main community venues based within Bishop Auckland town centre and Newton Aycliffe.

Bishop Auckland College Group currently contracts with a range of organisations for the delivery of various activities, including Learner Responsive, Adult Learner Responsive, and Apprenticeship learners.

The College Group has, traditionally, worked with a large range of delivery partners to service the needs of our learners.

The published Skills Funding Agency guidance documentation outlines in a more explicit format than ever before, that “it is the responsibility of the Lead Provider to satisfy itself that the partner/subcontractor has been selected fairly and has the sufficient capacity, capability, quality and business standing to deliver the provision that it being sub-contracted.” The guidance goes on to outline a range of information that the ‘lead provider’ is required to have in place in respect of all sub-contractors and the processes which are expected to be in place.

2. Purpose of the PQQ

It is therefore the intention of Bishop Auckland College Group to establish an approved list of potential providers, partners or subcontractors. This list will contain a wider pool of organisations than currently provide delivery services to the College Group to generate as comprehensive a list as possible

The purpose of this pre-qualification questionnaire is therefore to provide the College Group with the information required to assess your organisation’s suitability to be selected to join this approved list.

This exercise will be carried out each year to ensure that the information held by the College Group on each particular contracting organisation is up to date & comprehensive.

3. Selection for the Approved List

Selection for the approved list will be based on an assessment of the information returned by organisations in the PQQ and from any other sources deemed appropriate by the College Group.

Selection will also be based upon the provider’s quality of provision as well as the information required to be collected by the Skills Funding Agency and Educational Funding Agency.

Acceptance onto the approved list would be for a specific set of defined courses and defined activities.

Acceptance onto the approved list will not in itself guarantee any work or payments from the College Group to the delivery organisation.

SECTION 4 - ORGANISATIONAL PROFILE

All Sections Must be Fully Complete

4.1 Organisation Name :

4.2 Organisations UKPRN :

Note: Bishop Auckland College Group will only contract with organisations that are registered on the EESFA Register of Training Organisations.

4.3 Address:

Post Code:

Telephone number:

Fax number:

Website address (if any):

4.4 Contact Name:

Position:

Telephone number:

E-mail address:

4.5 Year of Formation:

4.6 Company Registration number (if applicable):

4.7 Date of Registration:

4.8 Charities Registration number (if applicable).

4.9 Date of Registration:

4.10 Is your organisation a Public Limited Company, Private Limited Company, Sole Trader, Partnership, Voluntary/Community Organisation, Local Authority, Educational Corporation or other (please specify) :

5.4	<p>Has your organisation met all its obligations to pay its creditors and staff during the past year?</p> <p>If “No” please explain why not:</p>	Yes / No
5.5	<p>Has your organisation any unsatisfactory county court judgements awarded against it?</p> <p>If “Yes” please provide details:</p>	Yes / No
5.6	<p>Insurance – please provide details of your current insurance cover and attach a copy of the certificate:</p> <p>Employer’s Liability:</p> <p>Public Liability:</p> <p>Professional Indemnity (If appropriate):</p>	<p>Value</p> <p>£</p> <p>£</p> <p>£</p>
5.7	<p>What is the name and branch of your bankers who could provide a reference</p> <p>Note- the College Group will not be liable for any costs incurred in obtaining such a reference.</p>	<p>Name:</p> <p>Branch:</p> <p>Contact Details:</p>
5.8	<p>Anti Fraud, Bribery & Corruption</p> <p>Has your organisation ever been found to be conducting any irregular financial or delivery activity?</p> <p>Anti Fraud, Bribery & Corruption Policy Attached</p>	<p>Yes / No</p> <p>.....please sign</p>

SECTION 6 GENERAL INFORMATION

This section relates to legislation requirements, please provide copies of your relevant documentation and complete Section 12 Checklist accordingly.

<p>6.1</p>	<p>Safeguarding/Prevent/Qualifications</p> <p>All staff employed by your organisation in contact with learners must have satisfactory enhanced DBS clearance (within the last 5 years) prior to commencing any delivery work or having access to learners. All staff delivering on the agreed programmes must have the appropriate qualifications and experience necessary to deliver the standard required.</p> <p>Please confirm that you will provide a list of delivery/assessor staff with their enhanced DBS certificate number/date plus a C.V. or details of experience & qualifications prior to the commencement of any contract. You will also provide any updates as changes occur.</p> <p>If you are unable to sign please explain why:</p> <ol style="list-style-type: none"> 1) If successful, I agree to provide a list of enhanced DBS certificate numbers and dates. 2) If successful, I agree to provide CV's and details of experience and qualifications of staff delivering on the contract. 3) Please attach a copy of your Disclosure or Safer Recruitment Policy 4) Please attach a copy of your Safeguarding Policy 5) Please attached a copy of your Prevent Policy 	<p>Please sign below</p> <p>.....</p> <p>Attached</p> <div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 2px auto;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 2px auto;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 2px auto;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 2px auto;"></div>
<p>6.2</p>	<p>Your organisation should comply with the current Health & Safety at Work Act, related statutory provisions, codes of practice and have in place (as appropriate) suitable and sufficient health and safety procedures including:</p> <ul style="list-style-type: none"> • Health & Safety Policy • Risk assessments Policy / Procedure • Fire & first aid procedures • Health & safety induction process • Effective competent supervision • Procedure for vetting and monitoring of work experience placements <p>If the above policies or procedures are not in place, please explain why :</p> <p>Will reasonable access be allowed to a College representative to other health and safety records and information if necessary:</p> <p>If no please explain why:</p>	<p>Please Attached All Policies/Procedure or details of processes undertaken</p> <p>Yes / No</p>

6.3	<p>Has your organisation been required to report any injuries, diseases or dangerous occurrences under the RIDOR Regulations within the last 3 years?</p> <p>If yes please provide details and what actions have been taken to prevent reoccurrence:</p>	Yes/No
6.4	<p>Does your organisation comply with all current legislation relating to employment including the use of volunteers?</p> <p>Please sign and attach a copy if available</p> <p>If you are unable to sign please explain why:</p>
6.5	<p>Does your organisation comply with all current legislation relating to immigration and equality and diversity?</p> <p>Please sign and attach a copy of your Equality and Diversity Policy</p> <p>If you are unable to sign please explain why:</p>
6.6	<p>Does your organisation comply with all current legislation relating to Data Protection including the notification of the Information Commissioner's Office that you process personal information?</p> <p>Please sign and attach a copy</p> <p>If you are unable to sign please explain why:</p>
6.7	<p>Does your organisation have an appropriate data protection and security system in place for the exchange of personal data with the Lead Provider?</p> <p>Please sign and attach a copy (GDPR declaration to be completed separately)</p> <p>If you are unable to sign please explain why:</p>
6.8	<p>Does your organisation have a policy on sustainability?</p> <p>Please attach a copy</p>	Yes/No

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SECTION 7 FUNDING AGENCY RELATED INFORMATION

This section relates to the Skills Funding Agency or other Funding Body, please provide copies of your relevant documentation and complete Section 12 Checklist accordingly.

7.1 Please provide details of all contracts your organisation has carried out relating to the Skills Funding Agency, including those where you were a partner or subcontractor. Please continue on a separate sheet if required.

Title	Funding Body/ Lead Partner	Target Groups	Start & End Date	Value	Targets e.g. No. of Learners Positive Outcomes Qualifications	Performance Against Target %

7.2	<p>Is your organisation subject to an inadequate Ofsted inspection outcome relating to any aspect of overall performance or to a sector/ subject area. (directly or indirectly ESFA funded provision)</p> <p>If yes please provide details & what actions are being undertaken to correct this:</p>	Yes / No
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	Please attach a copy of your latest Ofsted inspection report	
7.3	<p>Does your organisation have sufficient capacity to delivery its commitments under a sub contract /partnership agreement without adversely affecting its ability to meet other commitments?</p> <p>If no please detail how this capacity will be achieved</p>	Yes / No
7.4	<p>Does your organisation have the appropriate qualified and trained staff and other resources to deliver any sub contract /partnership provision effectively from the start of the contract.</p> <p>If no please detail how this will be achieved:</p>	Yes / No
7.5	<p>Awarding Bodies – which Awarding Bodies are you registered with:</p> <p>Please attach a copy or details of Awarding Body Centre Approval Certificates.</p>	

SECTION 8 BUSINESS ACTIVITIES

8.1 What are the main business activities of your organisation?

8.2 What areas of learning would you be specifically interested in for a partnership or sub contract (please state all aspect to ensure you are not excluded from any future contracts)

Please include all qualifications you feel you can deliver under a partnership agreement.

SECTION 9 COURSE DELIVERY

This section relates to the information and systems required to deliver a learner related course. Please provide copies of your relevant documentation and complete Section12 Checklist accordingly.

9.1 Records – please confirm that you will maintain and provide the following information to the College Group:

- A complete and accurate enrolment record, including a signed learning agreement, for each student within 4 weeks of the course starting.
- An achievement record/certificate within 4 weeks of an achievement
- A completed withdrawal form for each withdrawn student within 4 weeks of the withdrawal date

Yes/No

Yes/No

Yes/No

	<ul style="list-style-type: none"> • Monthly attendance monitoring records for each course running • Access to copies of individual learning plans when requested and at the end of the learners' programme <p>Maintain a course file for each qualification delivered (or group of qualifications as agreed with the College Group) and make available for inspection to college managers/observers of teaching and learning which includes the following:</p> <ul style="list-style-type: none"> • Current course information • Current delivery staff experience and qualifications • Timetables • Any external reports • Any student feedback • Most recent course self – assessment • Current course improvement plan <p>If you are not able to provide/maintain any of the above information please explain why:</p>	<p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p>
<p>9.2</p>	<p>Learner support - does your organisation have an appropriate learner support arrangement in place including:</p> <ul style="list-style-type: none"> • Information & advice and guidance • An internal process which enables and responds to learners' suggestions, compliments and complaints. Communicate to learners that if the process does not satisfy them they will have the option, post the internal process, to access BAC's internal suggestions, compliments and complaints process by contacting the College Group Information and Guidance Services to request the appropriate form • Internal process which is communicated and enables learners to appeal against an assessment, within any awarding body guideline • Receive, distribute and return college learner surveys annually as requested. <p>Please attach a copy if available.</p> <p>If no please detail how this will be achieved:</p>	<p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p>

SECTION 10 REFERENCES

Please provide contact details of two recent contracts that are relevant to the College Group requirements.

If you cannot provide two references, please explain why.

Please ensure your referees are aware that you have nominated them, if we cannot make contact with the referee or that are unwilling to provide a reference this will have a major impact on your application.

		Reference 1	Reference 2
10.1	Organisation :		
10.2	Contact name :		
10.3	Contact phone number :		
10.3	Contact e-mail address :		
10.4	Date contract awarded :		
10.5	Date contract completed:		
10.6	Contract reference and brief description:		
10.7	Value:		
10.8	Have you had any contracts terminated for poor performance in the last three years, or any contracts where damages have been claimed by the contracting authority? If “Yes” , please give details:		Yes / No

11 DECLARATION		
<p>I declare that to the best of my knowledge the answers submitted in this PQQ are correct. I understand that the information will be used in the evaluation process to assess my organisations suitability to be included on an approved list of partners/subcontractors for the delivery of learner related contracts.</p> <p style="text-align: center;">FORM COMPLETED BY</p>		
11.1	Name:	
11.2	Position (Job Title):	
11.3	Date:	
11.4	Telephone number:	
11.5	Signature:	

SECTION 12 CHECKLIST Please tick where documents enclosed		
5.1 Externally Audited Accounts		
5.6 Insurance Certificates	Employers Liability	
	Public Liability	
	Professional Indemnity	
5.8 Anti Fraud, Bribery & Corruption Policy		
6.1 Safer Recruitment / Disclosure Policy Safeguarding Policy / Prevent Policy		
6.2 Health & Safety Policy		

6.5 Equality and Diversity	
6.6 Data Protection	
6.7 Data Transfer	
6.8 Sustainability Policy	
7.2 Ofsted Report(s) including those from others where your organisation subcontracts with your area of involvement highlighted.	
7.5 Awarding Body Certificates	
9.3 Quality Management System	
Others	