



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 <u>finance@bacoll.ac.uk</u> 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.

fter completion please return this PQQ to the contact name below b	у
t:	

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.

SECTIO	SECTION 4 - ORGANISATIONAL PROFILE			
	All Sec	ctions Must be Fully Complete	e	
4.1	Organisation Name :			
4.2	Organisations UKPRN:			
	ishop Auckland College Group will r of Training Organisations.	only contract with organisatio	ons that are registered on the EESFA	
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 Limit Limited Company, Sole Trader, Pa Voluntary/Community Organisatio Educational Corporation or other (artnership, n, Local Authority,		

4.11	Please Provide the Names of your :			
	• Directors			
	Senior Managers			
	Including details of previous employment particularly with organisations who hold or have held funding agreements with the Skills Funding Agency or Learning & Skills Council.			
4.12	When appointing subcontractors, Bishop Auckland College will take steps to avoid conflicts of interest and will tell the Chief Executive of the ESFA, in writing, about circumstances (for example, common directorship) which might give rise to an actual or perceived conflict of interest. The College will not proceed to award the contract without the Chief Executive of the ESFA permission in writing.			
	Please declare all conflict of interest with Bishop Auckland College, or mark as 'none'			
SECTION	ON 5 - FINANCIAL HEALTH ASSESSMENT			
5.1	Please attach a copy of your externally audited financial statem should include details of the balance sheet, Income and expend Accounts & Directors/Auditors Report.			
	Where a business has been in existence for less than 3 years, the above must be provided for the period the company has been active. Where an organisation has not yet submitted audited accounts, a income and expenditure statement, balance sheet & 24 month rolling cashflow forecas must be submitted with this PQQ document.			
	If you have evidence of you awarded ESFA financial health grading, please include this with the PQQ documentation.			
	If your organisation is part of a wider group of companies or is classed as a subsidiary, you must submit full financial statements for the ultimate UK parent company. You must also submit those the contracting or applying organisation.			
	If these are not available please detail why:			
	*Note - Failure to provide this information will result in the applic	cation being re	jected	
5.2	VAT Registration number:			
5.3	Has your organisation met the terms of its banking facilities and agreements (if any) during the past year?	l loan	Yes / No	
	If " No " what were the reasons, and what has been done to put	hings right?		

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

SECTION 6 GENERAL INFORMATION				
	ction relates to legislation requirements, please provide copies of your relevant docute Section 12 Checklist accordingly.	umentation and		
6.1	Safeguarding/Prevent/Qualifications 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. 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. If you are unable to sign please explain why: 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	Please sign below Attached		
	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			
6.2	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:	Please Attached All Policies/Proced ure or details of processes undertaken		
	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			
	If the above policies or procedures are not in place, please explain why:			
	Will reasonable access be allowed to a College representative to other health and safety records and information if necessary: If no please explain why:	Yes / No		

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

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. Tritle Funding Body/ Lead Partner Trarget Groups Start & End Daile Value Positive Outcomes Qualifications Performance Against Target Qualifications Against Target Qualifications									
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 Performance Positive Against Target %	SECTIO	ON 7 FU	JNDING AGEN	CY RELATED II	NFORMATION				
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 Against Target Gutcomes Performance Against Target %							se provide copi	es of your	
Title Funding Body/ Lead Partner Target Groups Start & End Date Value No. of Learners Performance Against Target Outcomes %	7.1	Fundii	ng Agency, inclu	uding those whe					
	Titl	e	Funding Body/ Lead Partner	Target Groups		Value	No. of Learners Positive Outcomes	Against Target	
7.2 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)	7.2	relating to any aspect of overall performance or to a sector/ subject area.							
If yes please provide details & what actions are being undertaken to correct this:									

	Please attach a copy of your latest Ofsted inspection report	
7.3	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? If no please detail how this capacity will be achieved	Yes / No
7.4	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. If no please detail how this will be achieved:	Yes / No
7.5	Awarding Bodies – which Awarding Bodies are you registered with:	

SECTION	ON 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 (please state all aspect to ensure you are not excluded from any future contract Please include all qualifications you feel you can deliver under a partnership ag	rs)
SECTION	ON 9 COURSE DELIVERY	
	ction relates to the information and systems required to deliver a learner related copies of your relevant documentation and complete Section12 Checklist accord	
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

		Vaa/NIa
	 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 	Yes/No Yes/No
	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:	Yes/No
	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	
9.2	If you are not able to provide/maintain any of the above information please explain why: Learner support - does your organisation have an appropriate learner support	
	arrangement in place including:	
	Information & advice and guidance	Yes/No
	 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 	Yes/No
	Internal process which is communicated and enables learners to appeal against an assessment, within any awarding body guideline	Yes/No
	Receive, distribute and return college learner surveys annually as requested.	Yes/No
	Please attach a copy if available.	
	If no please detail how this will be achieved:	

9.3	Quality management systems – Does your organisation have a system in place which includes the following –	
	Designation of a lead for quality to report/liaise with the designated College Manager	Yes/No
	An annual organisational timetable for a quality framework which includes responsibilities, timescales and planned actions	Yes/No
	Completion of an annual organisational self assessment and subsequent improvement plan with regular progress reports, relating to that part of the business linked to the College Group partnership/subcontract. Review progress against targets, achievement of aims and analysis of student outcomes against external benchmarks (can be provided by the College Group on request).	Yes/No
	 Completion of an annual self-assessment and improvement plan at course level for provision delivered on behalf of the College Group. Review progress against targets, achievement of aims and analysis of student outcomes against external benchmarks (can be provided by the College Group on request). 	Yes/No
	 Include in the organisational improvement plan any courses flagged by the College Group for improvement as notified by the designated college divisional manager post curriculum audits each term. Report on progress until the flag is removed at intervals identified by the College Group contact. 	Yes/No
	 Facilitate and agree that each person delivering and/or assessing learning is observed in relation to their learning/assessor role by a College manager (or a person designated by the College Group) within one year of appointment and at least once every two years, resulting in an action plan to be progress monitored by the partner organisation. Except where a session is graded as unsatisfactory, where college procedures will be followed which identifies a mentor and conducts a re-observation within four months. If no improvements in grade are evident within one year and no actions are taken by the partner organisation consideration of continuous unsatisfactory learning delivery/assessing will be considered in contract renewal. 	Yes/No
	 An internal process which outlines a process for internal verification, within any awarding body guidelines 	Yes/No
	An internal process which outlines the process for receiving, reviewing and acting upon external feedback	Yes/No
	Ensure all qualifications delivered have been approved to run by the College Group (this approval will be dependant on validation via the College Group Curriculum Approval Process)	Yes/No
	Please attach a copy.	
	If you have answered no to any of the above please explain why:	
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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.

			<u> </u>	
		Reference 1	R	eference 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 termi years, or any contracts where dan authority? If "Yes", please give details:			Yes / No

DECLARATION						
understand that the in organisations suitabili	eclare that to the best of my knowledge the answers submitted in this PQQ are correct. I derstand that the information will be used in the evaluation process to assess my ganisations suitability to be included on an approved list of partners/subcontractors for delivery of learner related contracts.					
FORM COMPLETED BY						
Name:						
D (1.1. T)						
Position (Job Title):						
Date:						
Telephone number:						
	I declare that to the be understand that the in organisations suitabil the delivery of learner Name: Position (Job Title): Date:					

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	