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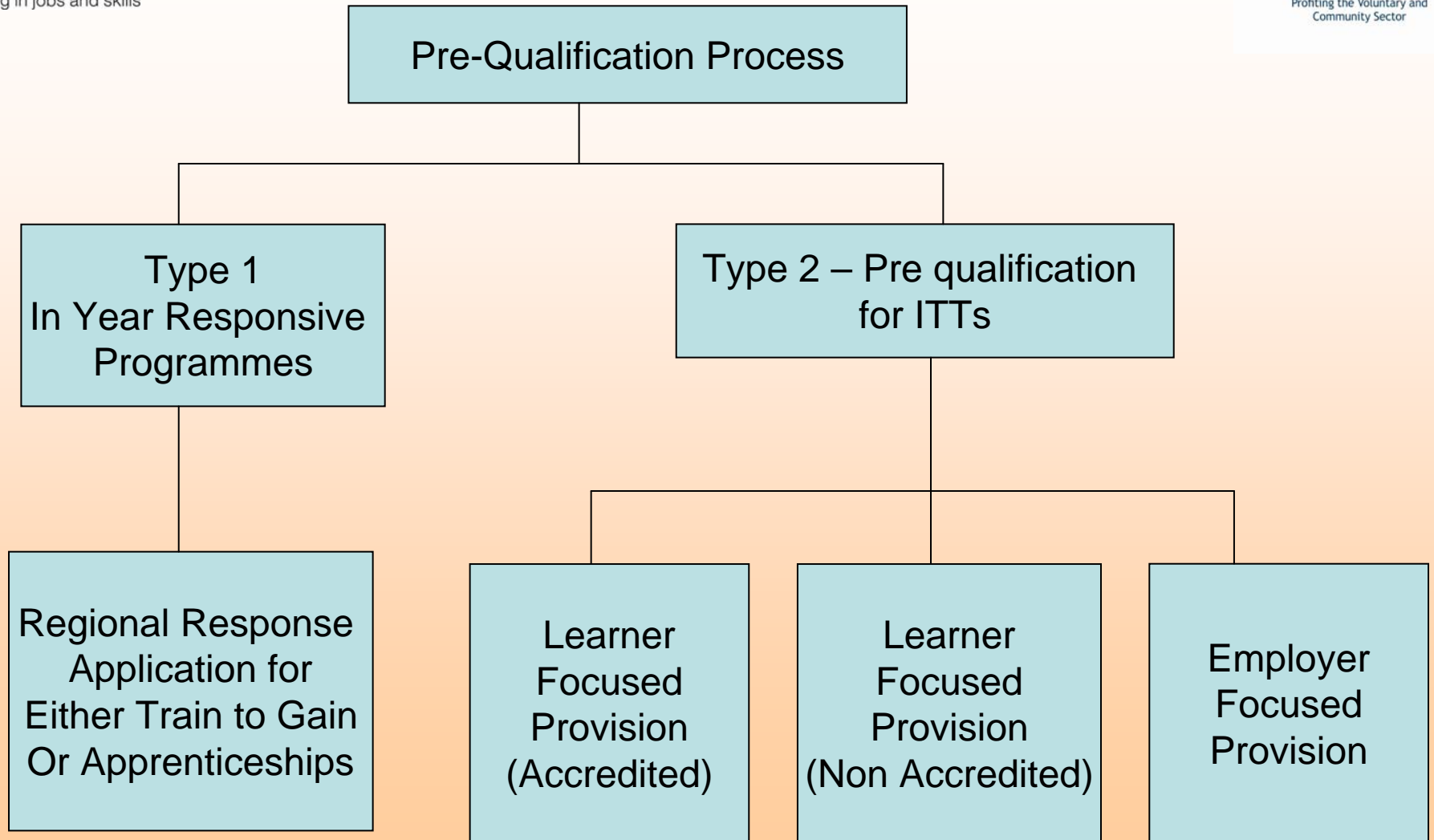


North West Network

Learning and Skills Council
Qualified Provider Framework

The Pre Qualification Questionnaires

Pre Qualification Categories



Which PQQs should be completed?

PQQ Name	Description	Who should complete it?
Complete Me First	A document that organisations will only complete once, capturing organisational details and business standing data	Every organisation should complete
Type 1 Regional Responsive Questionnaire	Captures Quality, Health & Safety, Equality & Diversity, and other key data for organisations that are applying for an immediate Train to Gain or Apprenticeships contract.	Organisations applying for Regional Responsive Train to Gain or Apprenticeships contracts
Type 2 Generic Questionnaire	Captures the generic information for all employer and learner focussed provision	Organisations that want to pre-qualify to receive tenders for either employer or learner focussed provision
Type 2 Learner Focussed Non-Accredited	Captures Quality Assurance and Capacity information for non-accredited provision	Organisations that want to pre-qualify to receive tenders for Learner Focussed Non-Accredited Provision
Type 2 Learner Focussed Accredited	Captures Quality Assurance and Capacity information for accredited provision	Organisations that want to apply to pre-qualify for Learner Focussed Accredited Provision
Type 2 Employer Focussed Provision	Captures Quality Assurance and Capacity information for employer focussed provision	Organisations that want to apply to pre-qualify for Employer Focussed Provision

Pre qualification examples

- An organisation applying for Regional Responsive Train to Gain or Apprenticeships contract for a specific employer
 - Complete Me First
 - Type 1 Regional Responsive Questionnaire
- An organisation applying for Employer Focussed (Train to Gain or Apprenticeships) contracts for any employer
 - Complete Me First
 - Type 2 Generic Questionnaire
 - Type 2 Employer Focussed Provision

Pre qualification examples

- An organisation applying for Learner Focussed contracts for Basic Skills qualifications or NVQs provision
 - Complete Me First
 - Type 2 Generic Questionnaire
 - Type 2 Learner Focussed Accredited Provision
- An organisation applying for Learner Focussed contracts for progression into training
 - Complete Me First
 - Type 2 Generic Questionnaire
 - Type 2 Learner Focussed Non Accredited Provision

Pre qualification criteria

- Business Standing
- Quality Assurance – Assessment of the competences of the organisation in the area of quality
- Capacity, Capability and Resource – Assessment of the organisations technical ability to deliver provision
- Equality and Diversity – Assessment of the competences of the organisation in the area of equality and diversity
- Health and Safety – Assessment of the competences of the organisation in the area of Health and Safety
- Financial Health of the Provider – Assessment of the organisations financial position. This may entail independent financial checks

PQQ – Complete Me First

- Main contact
 - Name & Job title
 - Address and contact details
- Regional Location of Head Office
- Years in Business
- Organisational type
- UK Provider Reference Number
 - A UK Provider Reference Number: Existing providers will already have a UKPRN and this can be looked up in PIMS by their contract manager. If you do not have one, then log on to <http://www.ukrlp.co.uk>, click on register and fill out the form

PQQ – Complete Me First

- Data Protection Act
 - This process is explained at this site:
http://www.ico.gov.uk/what_we_cover/data_protection/notification.aspx
 - You need to upload a copy of the confirmation of entry on the data protection register as part of your response
- Subsidiary Information
- Business Standing
 - Bankruptcy
 - Criminal convictions
 - Misconduct
 - Payment of taxes
 - Social Security Information

PQQ – Complete Me First

- Confirmation of Employers Liability certification
- Confirmation of Professional Indemnity Insurance
- Confirmation of Public Liability certification
- Attachment of the latest signed Annual Financial Statements
 - A copy of the latest signed annual financial statements which have been audited in accordance with the relevant requirements of the Companies Act or Charities Act (if abbreviated accounts, then a full set of annual financial statements)
 - For new business /organisations with little or no historic accounting information a fully costed business plan is required and a bank reference. In the case of consortia, the financial statements of the lead organisation should be submitted.

PQQ – Regional Responsive

- **Capability, Capacity and Resource**
 - National awards/certification your organisation holds
 - If not MATRIX, how will you deliver learner advice and guidance
 - Termination of provision on basis of poor quality or performance
- **Equality and Diversity**
 - Ever been subject of a formal investigation by the Equality and Human Rights Commission, Disability Rights Commission, Equal Opportunities Commission or the Commission for Racial Equality
 - Confirmation of observation of codes of Practice from the statutory Commissions for equality

PQQ – Regional Responsive

- Health and Safety
 - Confirmation of Legal Compliance with H&S Act 1974 and subsequent amendments
 - Ever been prosecuted under H&S legislation or been served prohibition or improvement notices by an enforcing authority
- Employer Details
 - Name of employers where the learners will be located
 - Address
 - Main business sector of employer
 - Region the learning will take place

PQQ – Regional Responsive

- Organisational Needs Analysis
 - Organisational Needs Analysis completed with employer?
 - Date of the Organisational Needs Analysis
 - Has the Organisational Needs Analysis been verified by the regional Brokerage Service?
- Delivery Strategy
 - Direct Delivery: deliver elements of a contract without contracting elements to other organisations
 - If you use sub-contractors, partners or consortia for all or part of the delivery of learning services
 - Confirm the extent to which the organisation intends to use Sub-contractors

PQQ – Type 2 Generic Questionnaire

- Capability, Capacity & Resource
 - Describe how the organisation undertakes business continuity and business contingency planning in relation to the delivery of learning provision
 - Is the delivery of learning a core area of business of the organisation
 - List the largest 3 contracts the organisation holds either with LSC or other organisations for the delivery of learning services
 - Confirm if the organisation has ever had any provision withdrawn on the basis of poor quality or performance where 20% / 21-50% of learners were affected
 - Information regarding national awards/certification the organisation holds
 - Management information to meet LSC's data and management information requirements

PQQ – Type 2 Generic Questionnaire

- Equality and Diversity
 - Ever been subject to an OFSTED inspection that has resulted in report, provide the published grade for Equality and Diversity
 - State grading for Equality and Diversity awarded in your most recent SAR
- Non-inspected providers
 - Equality and Diversity Policies
 - Equality and Diversity Data and Monitoring
 - Observing codes of Practice
 - Grievances and Complaints
 - Targets to Improve
 - Investigations/convictions

PQQ – Type 2 Generic Questionnaire

- Health and Safety
 - Compliance Statement
 - Details of Health and Safety Prosecution or Prohibition
 - Insurance of Learners
 - Learning in Safe, Healthy and Supportive Environments: arrangements, other locations, person responsible
 - Measuring performance: monitoring by managers, regular checks, Reporting Incidents, clear responsibilities, effective communication
 - Organising effectively: competent assistance, consultation, details of competent persons
 - Planning and implementing: clear procedures, precautions, reviewing risks, risk assessment for special needs,
 - Safe plant and equipment

PQQ – Type 2 Generic Questionnaire

- Health and Safety
 - Confirmation of Policy, policy in practice
 - Evaluation of effectiveness
 - Promoting the safe learner: effective supervision, evaluation of effectiveness, information, instruction and training, promoting the concept
 - Review and auditing performance: annual plan for H&S, continuous improvement, periodic audits, senior management review

PQQs – Type 2 Provision

- PQQ – Type 2 Learner Focused Accredited Provision
- PQQ – Type 2 Learner Focused Non-Accredited Provision
- PQQ – Type 2 Employer Focused Provision

PQQs – Type 2 Provision

- Inspection confirmation
 - Have you been inspected by OFSTED or ALI in the last 6 years, resulting in a publication of a report?
 - Date of most recent inspection
 - Achievements and Standards Grading
 - Capacity to Improve Grading
 - Effectiveness or provision Grading
 - Leadership and Management Grading
- Self Assessment Report (SAR)
 - Current SAR validated by an external party?
 - Provide grades on the above sections awarded in your most recent SAR

PQQs – Type 2 Provision

- Non-inspected providers
 - Describe how your quality assurance systems and processes are used to inform and underpin improvement in programme management and delivery
 - How your approach to quality uses learner and employer feedback to support continuous improvement
 - Describe your initial assessment process
 - Describe how you identify and then support learners with additional needs
 - Describe how you monitor progress and ensure the suitability and rigour of assessment in planning and monitoring learner progress
 - Describe the exit process for learners

PQQs – Type 2 Provision

- Quality Assurance Declaration
 - Provide a list of awarding bodies/organisations you have approval from eg: City and Guilds, Edexcel etc
 - Indicate if approval or of the awarding body has ever been suspended or withdrawn
 - Description of arrangements for teaching/assessing
 - Description for arrangements for internal verification
 - Information on required equipment and resource
 - Sub-contracting information and performance management information

Questions ?