



Due Diligence:

Delivery Partners 2024-2025

Name:

Introduction

The Due Diligence process is designed to help AccXel work with high quality training providers to deliver high quality training programmes. The process enables us to assess any potential risk that could leave AccXel exposed.

Any and all information provided during this process will be treated as being confidential.

Please answer all questions. Applications with unanswered questions will not be put forward for evaluation. If 'not applicable' is submitted against any question, please provide an explanation. If you are in the process of setting up your provision and do not currently have the documentation in place. Please can we ask that you provide AccXel with a timeline for implementation.

Actual financial figures should be provided wherever possible. Where estimates are used, these should be indicated by using '(est)' after the figure.

Please ensure that all supporting documentation has been included before submitting and is attached as a PDF file.

If you have any queries regarding this process, please email: andy.moule@accxel.co.uk

Evaluation

AccXel ensures that they only work with partners for apprenticeship delivery that are registered on the Register of Apprenticeship Training Providers (RoATP). If you are in the stages of being accepted on the RoATP register, please provide the timeline and confirmation documentation/evidence of application.

AccXel will carry out its own additional due diligence checks. This will include, but may not be limited to: checks of individual directors with Companies House or any other relevant documentation; credit agency or Companies House check; Ofsted inspection rating.

Organisation Details:

Organisation Name:	
Address 1:	
Address 2:	
Address 3:	
County:	
Postcode:	
Main Contact Name:	
Telephone Number:	
Mobile Number:	
Email of Contract Signatory:	
Website Address:	
Date Founded:	
Company Registration Number:	
Organisation Status – Ltd Company etc	
Date of Registration:	
Registered Address (if different to above):	
VAT Registration Number:	
Has/does your organisation trade under any other names?	
If Yes to the above, please provide details:	
Is your organisation a subsidiary of another organisation?	
If yes to the above, please provide details:	
Please confirm that all training, delivery and assessment staff on this contract are employed by the organisation.	
Is the company on the UKRLP? Please provide number and dated evidence .	
Please can you confirm that the organisation is registered RoATP. Please attach evidence. If not registered please provide evidence that you have started the registration process and the estimated time of achievement.	
Please confirm your UKPRN.	
Please explain how your organisation ensures it complies with current employment and immigration legislation (including the use of	

volunteers where needed) and provide evidence of HR policies and procedures.	
Please provide the names of the Directors and Senior Managers and confirm if there are any circumstance which may lead to an actual or perceived conflict of interest that you are aware of:	
Member of staff responsible for dealing with this partnership?	
Have any of your Directors, or other person who has powers of representation, decision or control of the organisation been involved with an extremist organisation/s?	
Please confirm the names of all staff who will be involved in delivery to end users. Please provide evidence of DBS checks and experience & qualifications. This is a requirement of funding.	
Please confirm that your organisation complies with the Prevent duty and describe what procedures you have in place. Guidance can be found on www.gov.uk . Please provide evidence of your Prevent Policy.	

Organisation Background:

Please provide a brief history of your organisation, including details of any parent and associated companies and any changes of ownership over the last 5 years. Please also include details of significant pending developments and changes in financial structure or ownership.	
Are there, or have there been, any unsatisfied County Court Judgements or Bankruptcy proceedings against your organisation.	

Programmes of study:

<p>Please provide the Apprenticeship Standard code, and full name of the Standard Apprenticeships you are intending to run as part of this arrangement.</p>	
<p>Please provide the detailed the plan for delivery. (scheme of work)</p>	
<p>Please profile the profile of starts.</p>	
<p>Please provide a summary of your history of delivering apprenticeships.</p>	
<p>Please detail the Awarding Body you are working with, the length of time you have worked with them. The awarding body contact details. Please provide your last EQA report.</p>	
<p>Please detail the End Point Assessment Organisation you are working with. please provide name, address, contact details.</p>	
<p>Please provide your most up to date Self-Assessment Report (SAR)</p>	
<p>Please provide your Quality improvement plan (QIP) and (Quality Development Plan (QDP)</p>	

Quality Standards & GDPR:

<p>Who in the organisation will be responsible for quality assurance, including enrolments, learner progress, certificate application etc.? Please outline their experience in this role, and confirm qualifications held.</p>	
<p>Please detail any recognised standards held by the organisation, e.g. ISO, Investors in People, etc and include copies of certificates. If recognised standards are not held, please provide details of how quality assurance is monitored and maintained, allowing for continuous improvement.</p>	
<p>Has your organisation been inspected by Ofsted? If yes, please provide the date of inspection and the grades received.</p>	
<p>Please provide a copy of your General Data Protection Regulations policy and Document Retention Policy and evidence to explain how this is effectively implemented.</p>	
<p>Describe the systems in place to meet the requirements for data collection and record keeping under GDPR.</p>	
<p>State for GDPR how long the data will be retained for, how it be returned or destroyed?</p>	
<p>State for GDPR the nature and purposes of the processing such as collection, recording, storage, use etc.</p>	

Health & Safety:

<p>Please provide details of the person responsible for Health & Safety within the organisation, including name, position, contact number and email address.</p>	
<p>Please provide copies of your organisation's Health & Safety policies.</p>	
<p>Please provide details of risk assessments carried out for all activities affecting learners on the qualifications listed above.</p>	
<p>Please provide details of all RIDDOR reportable injuries, diseases and dangerous occurrences that have occurred during the last three years. Please include details of preventative actions implemented.</p>	

Inclusion & Diversity:

<p>Please provide copies of your organisation's policies on the following:</p> <ul style="list-style-type: none">• Equal Opportunities including action/implementation plan• Safeguarding including how you will access the central register• PREVENT• British Values <p>Please confirm that these comply with all current legislation and all staff delivering on the contract have undergone training.</p>	
<p>Has any member of the organisation been involved with any form of radicalisation?</p>	

Sustainability:

<p>Does the organisation have an environmental policy (including an environmental plan) and management system in place?</p>	
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Financial Information:

<p>Please provide a copy of your organisations audited accounts, for the last three years.</p>	
<p>Please provide the name of your organisation's banker, account number and sort code [to allow payments to be made directly into your account].</p>	

Insurance:

<p>Please provide the name of your insurer for Public Liability, Employers Liability and Professional Indemnity and provide evidence of cover.</p>	
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Declaration

I confirm that staff involved in the delivery of the contract have been DBS cleared.

I confirm that none of the delivery under this agreement will be subcontracted to a Third Party.

I also confirm that the information supplied is truthful and accurate and that I have the authority, on behalf of the organisation, to make this declaration. Any information, which is subsequently found to be inaccurate or not factual, may preclude your organisation from this process.

Signed for, on and on behalf of, the organisation:	
Position within the organisation:	
Organisation Name:	
Address:	
Date:	

Completed application, marked 'Private Confidential', should be submitted FAO:

Natalie King
Operations Director
AccXel Ltd
Whimsey Industrial Estate
Steam Mills Road
Cinderford
Gloucestershire
GL14 3JA
Email: natalie.king@accxel.co.uk

Documentation Checklist	✓ Tick
1. Copy of dated evidence of registration on RoAPT and UKPRN.	
2. HR Policies and Procedures for compliance with legislation on employment and immigration)	
3. 3 Years Audited Accounts	
4. Copies of Public Liability, Employers Liability and Professional Indemnity Insurance	
5. Copies of certificates for: <ul style="list-style-type: none">• DBS Evidence	

6. Copy of General data protection regulations policy and Document Retention policy	
7. Copies of Health & Safety person's qualifications	
8. Copy of Health & Safety policy	
9. Copies of policies for: <ul style="list-style-type: none"> • Equal Opportunities, • Safeguarding • PREVENT • British Values 	
10. Copies of evidence that staff have undergone training for: <ul style="list-style-type: none"> • Equal Opportunities, • Safeguarding • PREVENT • British Values 	
11. Copy of Environmental/Sustainability Policy	