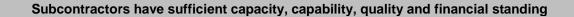
Subcontractor Selection Subcontractor Due Diligence Procedure



The Supply Chain Application Form and supporting information is received from the potential subcontractor.

The Supply Chain Manager (SCM) obtains the following information:

- Details of whether the company is registered on the **Register of Apprenticeship Training Providers (RoATP)** and/or **Register of Training Organisations (ROTO)** to ensure any contract value/start date meets the requirements.
- Results of PTP Accountant's reference/company accounts check (incl. credit and Companies House check).
- If appropriate, performance data/references from other lead provider who currently subcontracts to the company.
- Staff relationships to PTP staff, board members, company links, etc., that could result in a conflict of interest.
- Based on company accounts check, further company funding checks (e.g. extremist organisations) and credit checks if required.

The SCM reviews the information, completes relevant information on the New Subcontractor Assessment Form and updates the New Subcontractor Document List and discusses with the Curriculum Manager (CM) and/or Operations Director (OD) as appropriate.

