

# Expression of Interest Application Form

## Part 1 - Organisation & Contact Details

<b>Name of Organisation</b>			
<b>Contact Address, including postcode</b>			
<b>Contact Name</b>			
<b>Job Title</b>			
<b>Telephone Number</b>			
<b>Email Address</b>			
<b>Company Website</b>			
<b>Please confirm the legal status of your organisation</b>			
<b>Private Limited Company</b>	<input type="checkbox"/>	<b>Registered Charity</b>	<input type="checkbox"/>
<b>Public Limited Company</b>	<input type="checkbox"/>	<b>Public Sector</b>	<input type="checkbox"/>
<b>Other (Please specify):</b>			
<b>Company Registration Number</b>			
<b>Date of Incorporation</b>			
<b>UKPRN</b>			

**Part 2 - Experience**

<b>Please provide a brief overview of your organisation’s main business activities, including an outline of your organisation’s history. (Max 400 words)</b>
<b>Please identify how you engage with young people and adults seeking training or employment opportunities (Max 400 words)</b>

<b>Which groups of people are you working with or have worked with previously? Please tick all that apply</b>			
Aged 14-16	<input type="checkbox"/>	Behavioral problems	<input type="checkbox"/>
Aged 16-18	<input type="checkbox"/>	Learning Difficulties/Disabilities	<input type="checkbox"/>
Aged 19+	<input type="checkbox"/>	At risk of offending	<input type="checkbox"/>
In Care and Care Leavers	<input type="checkbox"/>	Teenage Parents	<input type="checkbox"/>
Other (Please list)	<input type="checkbox"/>		<input type="checkbox"/>

<b>What support services are you able to offer young people and adults that will assist them to re-engage?</b>			
Alcohol awareness	<input type="checkbox"/>	Help with Housing solutions	<input type="checkbox"/>
Drug Awareness	<input type="checkbox"/>	Help with Debt	<input type="checkbox"/>
Benefit advice	<input type="checkbox"/>	Employability	<input type="checkbox"/>
Mentoring	<input type="checkbox"/>	Counseling	<input type="checkbox"/>
Health advice	<input type="checkbox"/>	Other (Please specify below)	<input type="checkbox"/>

<b>Are you accredited to provide vocational or non vocational qualifications? Please list them together with your Awarding Body including Functional Skills (Max 400 words)</b>	
<b>Qualification</b>	<b>Awarding Body</b>

<b>What Local Authorities, schools, colleges, support organisations, training providers and employers do you work with; please give details below? (Max 500 words)</b>

**Part 3 – Current Delivery**

What facilities does your organisation have for delivery of services? Set out the type of facilities, where they are located and the number of learners that can be safely accommodated. Please indicate whether they are Disability Discrimination Act compliant					
Location Address	Facilities e.g. Number of training rooms, Resources	Proximity to public transport e.g. bus stop, train station, public car park	DDA Compliant Yes / No	Number of Staff	Customer Capacity available

**Contract Performance**

Please give details of any current contracts, also previous contracts you have delivered over the last 3 years					
Contracting body e.g. ESFA, ESF	Contract Duration	Brief Description of Services Delivered	Contract value per year	Target/Actual Performance (success, retention and progression rates)	
				target	actual

<b>What systems and processes do you have in place for recording and managing learner data, claims e.g. MAYTAS, PICS, own bespoke system?</b>
<b>What systems and processes do you have in place for recording and managing learner progression e.g. OneFile, e-cordia, e-track, own bespoke system?</b>
<b>Have you had any contracts terminated in the last 5 years? If yes please explain why. (200 words)</b>

**Part 4 – Organisation Quality, Policy and Procedures**

<b>Please indicate which quality standards your organisation currently holds (e.g. IIP, Matrix, etc) – please give details below</b>

<b>Please state the grades achieved at your most recent Ofsted Inspection</b>	
Please identify the date of your Ofsted inspection	
Overall Effectiveness	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>
Effectiveness of leadership and management	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>
Quality of teaching, learning and assessment <b>Error! Bookmark not defined.</b>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>
Personal development, behavior and welfare	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>
Outcomes for children and other learners	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>

<b>Please state your most recent SAR grades</b>	
Please identify the date of your SAR	
Overall Effectiveness	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>

Effectiveness of leadership and management	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
Quality of teaching, learning and assessment	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
Personal development, behaviour and welfare	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
Outcomes for children and other learners	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>

Please indicate the internal policies which your organisation currently holds			
Policy	Held	Not Held	Date Last Updated
Safeguarding	<input type="checkbox"/>	<input type="checkbox"/>	
Prevent Policy	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental Sustainability	<input type="checkbox"/>	<input type="checkbox"/>	
Equality & Diversity	<input type="checkbox"/>	<input type="checkbox"/>	
HR Policies	<input type="checkbox"/>	<input type="checkbox"/>	
GD Protection Regulations	<input type="checkbox"/>	<input type="checkbox"/>	
Corporate Social Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	
Health & Safety	<input type="checkbox"/>	<input type="checkbox"/>	
Business Continuity	<input type="checkbox"/>	<input type="checkbox"/>	

### Part 5 – Professional and Business Standing

Has your organization, any directors, partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?		
	Yes	No
(a) conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA;	<input type="checkbox"/>	<input type="checkbox"/>
(b) corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906; where the offence relates to active corruption;	<input type="checkbox"/>	<input type="checkbox"/>
(c) the offence of bribery, where the offence relates to active corruption;	<input type="checkbox"/>	<input type="checkbox"/>
(d) bribery within the meaning of section 1 or 6 of the Bribery Act 2010;	<input type="checkbox"/>	<input type="checkbox"/>
(e) fraud, where the offence relates to fraud affecting the European Communities' financial interests as defined by Article 1 of the Convention on	<input type="checkbox"/>	<input type="checkbox"/>

the protection of the financial interests of the European Communities, within the meaning of:		
(i) the offence of cheating the Revenue;	<input type="checkbox"/>	<input type="checkbox"/>
(ii) the offence of conspiracy to defraud;	<input type="checkbox"/>	<input type="checkbox"/>
(iii) fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;	<input type="checkbox"/>	<input type="checkbox"/>
(iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;	<input type="checkbox"/>	<input type="checkbox"/>
(v) fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;	<input type="checkbox"/>	<input type="checkbox"/>
(vi) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;	<input type="checkbox"/>	<input type="checkbox"/>
(vii) destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;	<input type="checkbox"/>	<input type="checkbox"/>
viii) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or	<input type="checkbox"/>	<input type="checkbox"/>
(ix) making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of the Fraud Act 2006;	<input type="checkbox"/>	<input type="checkbox"/>
f) any offence listed (i) in section 41 of the Counter Terrorism Act 2008 or (ii) in schedule 2 to that Act where the court has determined that there is a terrorism connection	<input type="checkbox"/>	<input type="checkbox"/>
g) any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph	<input type="checkbox"/>	<input type="checkbox"/>
(h) money laundering within the meaning of section 340(11) of the Proceeds of Crime Act 2002;	<input type="checkbox"/>	<input type="checkbox"/>
i) an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996; or	<input type="checkbox"/>	<input type="checkbox"/>
j) an offence under Section 4 of the Asylum and Immigration (Treatment of Claimants etc) Act 2004	<input type="checkbox"/>	<input type="checkbox"/>
(k) an offence under section 59A of the Sexual Offence Act 2003	<input type="checkbox"/>	<input type="checkbox"/>
l) an offence under section 71 of the Coroners and Justice Act 2009	<input type="checkbox"/>	<input type="checkbox"/>
(m) an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or	<input type="checkbox"/>	<input type="checkbox"/>
(n) any other offence within the meaning of Article 57(1) of the Public Contracts Directive (i) as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or (ii) created after the day on which these Regulations were made in the law of England and Wales and Northern Ireland	<input type="checkbox"/>	<input type="checkbox"/>

If the answer to any of these is “Yes” please give brief details below, including what has been done to put things right.

Is any of the following true of your organisation?	YES	No
(a) being an individual is a person in respect of whom a debt relief order has been made or is bankrupt or has had a receiving order or administration order or bankruptcy restrictions order or a debt relief restrictions order made against him or has made any composition or arrangement with or for the benefit of his creditors or has made any conveyance or assignment for the benefit of his creditors or appears unable to pay, or to have no reasonable prospect of being able to pay, a debt within the meaning of section 268 of the Insolvency Act 1986, or article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has granted a trust deed for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of his estate, or is the subject of any similar procedure under the law of any other state;	<input type="checkbox"/>	<input type="checkbox"/>

5.3 Has your organisation	YES	No
(a) been convicted of a criminal offence relating to the conduct of your business or profession;	<input type="checkbox"/>	<input type="checkbox"/>
(b) committed an act of grave misconduct in the course of your business or profession;	<input type="checkbox"/>	<input type="checkbox"/>
(c) failed to fulfill obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which you are established; or	<input type="checkbox"/>	<input type="checkbox"/>
(d) failed to fulfill obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which you are established?	<input type="checkbox"/>	<input type="checkbox"/>

Do you have audited and published accounts for the last three financial years? If so, please provide a summary in the boxes below – please attach copies			
	Year 1 (state year)	Year 2 (state year)	Year 3 (state year)
<b>Gross Turnover (£)</b>			
<b>Net Profit/Surplus (£)</b>			

<b>If you do not have audited and published accounts for the last three financial years, please state why. Please also provide any additional information which could be used to evaluate your organisation's financial standing.</b>

<b>Please summarise your proposal to us: (type of funding, location, approximate learner starts and value you require, etc):</b>

**Part 5- Declaration**

<b>I declare, that to the best of my knowledge the information given in this application is reliable, accurate and true. (Please note, electronic signatures are acceptable)</b>	
Name (print):	
Signature:	
Position:	
Authorised to sign on behalf of:	
Date:	

Please ensure that this document is returned to: [gina.gatty@ind-training.co.uk](mailto:gina.gatty@ind-training.co.uk)