

# Supply Chain Onboarding 2021 22



<b>Supply Chain (SC)</b>		
<b>PTS Staff member(s) leading</b>		
<b>SC Staff member leading</b>		
<b>Funding Stream</b>		
<b>Contract:</b>	Start End	
<b>1. Due diligence</b>		
This section reviews the Due diligence checks, which will be complete annually or before commencing a new contract, it will review outcomes, actions, and contract recommendation		
<b>Review</b>	<b>PTS</b>	<b>Supply Chain</b>
Date of current DD was completed -		
Confirm outcomes and any risk or concerns, recommendations and maximum values		
Review outstanding actions (to be completed within 1 month of contract award)		
Insurance in place and cover (£5m)		
Confirm next steps and date of next review -		
<b>2. Contract</b>		
This section confirms contractual arrangements, award, values, profiles and KPI's		
<b>Review</b>	<b>PTS</b>	<b>Supply Chain</b>
Appendix 5 – Profile, delivery design & Values		
Appendix 5 – Management fee		
Appendix 5 – KPI's and actions		
Contract Issue – who, how, when		
Payment terms		
Funding regulations & compliance (latest version)		
<b>3. Mobilisation</b>		
These sections confirm next steps, set up, paperwork and requirements to start learning		
<b>Review</b>	<b>PTS</b>	<b>Supply Chain</b>
<b>Supply Chain strategy and procedures.</b>		
<ul style="list-style-type: none"> <li>Received and understood.</li> <li>Confirmed SC rationale and shared charter.</li> <li>Requirements and audits</li> <li>Quality assurance and control arrangements</li> </ul>		
ILR and returns.		
Staff Matrix completed		
Safeguarding questionnaire completed		
Shared drive and access arrangements		
<b>Paperwork</b>		
<ul style="list-style-type: none"> <li>Location of paperwork and what to upload (Shared drive)</li> <li>Compliance paperwork requirements (<i>Registers, enrol, WD</i>)</li> <li>Delivery paperwork requirements (<i>SOLA, Logs, delivery material</i>).</li> <li>Getting started - Learning journey start up pack issued (compliance paperwork)</li> <li>Safeguarding return</li> </ul>		
<b>Confirm communication tree.</b>		
<ul style="list-style-type: none"> <li>Contract lead</li> <li>Finance &amp; ILR lead</li> <li>Quality and Compliance lead</li> <li>Health &amp; safety and safeguarding lead(s)</li> </ul>		
Training & Support needs - onboarding action Plan		

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### Onboarding Action plan

	Actions	By whom	By When	Progress
Training & Support Needs				
Quality & Compliance				
Delivery and Planning				
Next Steps				
Additional comments				

Prime

Version 1	Page 2 of 3	Reviewed: June 2022
Supply Chain onboarding	Owner: SCM	

## Supply Chain Onboarding 2021 22



Company Name:	Professional Training Solutions	
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Contact Name, Job Title:	Zoe Huggins. Supply Chain Manager	
Telephone Number:	01252712945	
Email Address:	<a href="mailto:z.huggins@protrain-solutions.co.uk">z.huggins@protrain-solutions.co.uk</a>	
<b>Signature</b>		<b>Date</b>

### Sub-contractor

Company Name:		
UKPRN:		
Address:		
Contact Name, Job Title:		
Telephone Number:		
Email Address:		
<b>Signature</b>		<b>Date</b>