

## Supply Chain Monthly catch up 2021 22

<b>Supply Chain (SC)</b>	
<b>PTS Staff member(s) leading</b>	Zoe Huggins
<b>SC Staff member leading</b>	
<b>Funding Stream (s)</b>	
<b>1. Due diligence, contract, and changes</b>	
<b>Review</b>	<b>Comments</b>
Any changes or updates (Might include staffing, external audits, inspections)	
Support needs	
PTS updates & contract feedback	
<b>2. Profile</b>	
This section confirms contractual arrangements, award, values, profiles and KPI's	
<b>Review</b>	<b>Comments</b>
% Achieved to date from forecast	
% Of overall contract value to date	
3 months reforecast	
Challenges, opportunities to fulfilling profile	
<b>3. ILR/PFR</b>	
These sections confirm next steps, set up, paperwork and requirements to start learning	
<b>Review</b>	<b>Comments</b>
Review previous monthly Payment summary - any errors, missing learners, queries	
Outstanding queries	
Monitoring end date - completions and achievement	
Traineeship Only – Positive outcome (within 6 Months)	

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### Performance Action plan - If required

	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	

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Company Name:	Professional Training Solutions	
UKPRN:	10021391	
Address:	Stoke Hills, Farnham, Surrey. GU97TD	
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>