

Supply Chain Onboarding 2022 23



Supply Chain (SC)		
PTS Staff member(s) leading		
SC Staff member leading		
Funding Stream		
Contract:	Start End	
1. Due diligence		
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		
Review	PTS	Supply Chain
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 -		
2. Contract		
This section confirms contractual arrangements, award, values, profiles and KPI's		
Review	PTS	Supply Chain
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)		
3. Mobilisation		
These sections confirm next steps, set up, paperwork and requirements to start learning		
Review	PTS	Supply Chain
Supply Chain strategy and procedures.		
<ul style="list-style-type: none"> Received and understood. Confirmed SC rationale and shared charter. Requirements and audits Quality assurance and control arrangements 		
ILR and returns.		
Staff Matrix completed		
Safeguarding questionnaire completed		
Shared drive and access arrangements		
Paperwork		
<ul style="list-style-type: none"> Location of paperwork and what to upload (Shared drive) Compliance paperwork requirements (<i>Registers, enrol, WD</i>) Delivery paperwork requirements (<i>SOLA, Logs, delivery material</i>). Getting started - Learning journey start up pack issued (compliance paperwork) Safeguarding return 		
Confirm communication tree.		
<ul style="list-style-type: none"> Contract lead Finance & ILR lead Quality and Compliance lead Health & safety and safeguarding lead(s) 		
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

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Supply Chain onboarding		Owner: SCM

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Signature		Date

Sub-contractor

Company Name:		
UKPRN:		
Address:		
Contact Name, Job Title:		
Telephone Number:		
Email Address:		
Signature		Date