

Supply Chain Monthly catch up 2022 23

Supply Chain (SC)	
PTS Staff member(s) leading	
SC Staff member leading	
Funding Stream (s)	
1. Due diligence, contract, and changes	
Review	Comments
Any changes or updates (Might include staffing, external audits, inspections)	
Support needs	
PTS updates & contract feedback	
2. Profile	
This section confirms contractual arrangements, award, values, profiles and KPI's	
Review	Comments
% Achieved to date from forecast	
% Of overall contract value to date	
3 months reforecast	
Challenges, opportunities to fulfilling profile	
3. ILR/PFR	
These sections confirm next steps, set up, paperwork and requirements to start learning	
Review	Comments
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

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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:	z.huggins@protrain-solutions.co.uk	
Signature		Date

Sub-contractor

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

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