

Part 1: Lead provider details

Description

- Check 1** You must provide your legal name
- Check 2** You must provide the UKPRN of your organisation
- Check 3** You must provide a valid date between 01/08/2015 and 31/07/2016
- Check 4** You must enter the version number on the form
- Check 5a** You must indicate whether you subcontract or not
- Check 5b** If you select **Yes** to F17 you must include subcontractors
- Check 5c** If you select **No** to F17 you must not include subcontractors

Part 2: Subcontractor details (if applicable)

Description

- Check 6** You must include a UKPRN and Legal Name for each line of data
- Check 7a** You must declare a numerical subcontracted value for each line of data
- Check 7b** You must declare a budget/programme type for each line of data
- Check 8** You must select at least one geographical delivery area for each line of data
- Check 9** You must indicate whether the activity is for carry over learners or not, for each line of data
- Check 10** You must ensure that there is a valid start and end date for each line of data
- Check 11** If you have declared ESF provision you must provide an ESF Specification for each entry
- Check 12** You must name the director(s) or trustee(s) of the subcontractors detailed. If the subcontractor is a college or local authority then please ensure that column D is blank.
- Check 13** You must provide the maximum number of learners and value of the arrangement when declaring subcontractors

- Check 14** If you have declared provision subcontracting (Column H), you must provide the link to the specific page on your website that hosts your supply-chain fees and charges policy and actual fees and charges data.

Part 3: Second level subcontracting

Description

Check 15 If you have indicated that you subcontract, you must indicate second level subcontracting

Part 4: Declaration

Description

Check 16 Please ensure that you complete all relevant declarations

Check 17 You must enter an authorising name

Check 18 You must enter the position of the authoriser

Check 19 You must enter the date of the declaration

Cell reference[D7](#)[D9](#)[D13](#)[D15](#)[F17](#)[F17](#)[F17](#)**Status**

Complete

Complete

Complete

Complete

Complete

Complete

Complete

Reference[Columns C and F](#)[Columns H and J](#)[Column G](#)[Columns L to W](#)[Columns X](#)[Columns Y and Z](#)[Columns G and AA](#)[Columns D and E](#)[Columns H to K](#)[F275](#)**Status**

Complete

Complete

Complete

Complete

Complete

Complete

Complete

Complete

Complete

Complete

Cell reference**Status**

[F281](#)

Complete

Cell reference

Status

[H284 to H286](#)

Complete

[D288](#)

Complete

[D290](#)

Complete

[D292](#)

Complete

