



Subcontractors have sufficient capacity, capability, quality and financial standing

The [PQQ and Invitation to Tender Documents](#) and supporting information is received from the potential subcontractor

- The Operations Manager (OM) obtains the following information:
- Details of whether the company is registered on the **Register of Apprenticeship Training Providers (RoATP)** to ensure any contract value/start date meets the requirements.
 - Results of PTP Accountant's **reference/company accounts check** (incl. credit and Companies House check).
 - If appropriate, **performance data/references** from other lead provider who currently subcontracts to the company.
 - Staff relationships to PTP staff, board members, company links, etc., that could result in a **conflict of interest**.
 - Based on company accounts check, further company **funding checks** (e.g. extremist organisations) and credit checks if required.

Operations Manager (OM) reviews the information, completes relevant information on the [New Subcontractor Assessment Form](#) and updates the [New Subcontractor Document List](#) and discusses with the Operations Director and/or the Quality & Curriculum Director (QCD), as appropriate.

