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Supply Chain Onboarding Plan

Contract Name:				
Approved Partner Name:				
Approved Partner Key Contact Name, Tel & email:				
Twin Supply Chain Manager:				
Date and location of Visit:				
Delivery Locations				
How many sites will be used to deliver the contract? <i>Please supply the addresses of each location</i>	No.		Addresses:	
Health and Safety Safeguarding				
Has a H&S & Risk Assessment been completed for each delivery location?	Yes <input type="checkbox"/>		No <input type="checkbox"/>	If yes, please attach evidence. If no please provide the dates planned
Does the provider have a Health and Safety policy in place?	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
Has a Safeguarding Risk Assessment been completed for each delivery location?	Yes <input type="checkbox"/>		No <input type="checkbox"/>	If no please provide the dates planned
Complete a review of all the completed Safeguarding Risk Assessments and record any identified actions.				
Does the provider have a Safeguarding and Prevent policy in place?	Yes <input type="checkbox"/>		No <input type="checkbox"/>	Provide the dates to be completed for each location
Requirements of Partner Staff				
Have all staff been informed of the requirements of the	Yes <input type="checkbox"/>		No <input type="checkbox"/>	

subcontract?	
If answer if yes, outline how this has been completed	
If the answer if no, outline how this will be completed	
Has the provider completed the staff Matrix? This to include BPSS vetting, training modules	Yes <input type="checkbox"/> Confirm evidence with Quality No <input type="checkbox"/> Provide dates of completion
Does the provider have a recruitment and Induction policy in place?	Yes <input type="checkbox"/> Confirm evidence with Quality No <input type="checkbox"/> Provide dates of completion
Has the provider completed the Self-Assessment Report template for this provision?	Yes <input type="checkbox"/> Confirm evidence with Quality No <input type="checkbox"/> Provide dates of completion
Quality of Teaching, Learning and Delivery	
Carry out a review of the Partners quality assurance processes concerning Teaching, Learning, Assessment and Support and record any identified actions.	Notes:
Obtain copies of curriculum plans with specific LARs codes, Schemes of Work, and lesson plans to ensure they meet the required standards and record any identified actions.	Notes:
Obtain information on whether the the quaifications to be deliverdd are Direct Claim Status with their awarding bodies	
Does the provider have an observation schedule in place?	Yes <input type="checkbox"/> (Attach evidence) No <input type="checkbox"/> Confirm date of completion
IQA Review and registrations with Awarding bodies	Notes:

Has the provider been OSFTED inspected? Confirm date of last inspection, grade and attached report/link for the report	Yes <input type="checkbox"/> No <input type="checkbox"/> Confirm date of last inspection, grade and attached report/link for the report
Does the provider analyse learner feedback? Is there a learner feedback survey to capture learners' satisfaction throughout the programme?	Yes <input type="checkbox"/> No <input type="checkbox"/> If No, please provide anticipated start date of completion and any issues encountered
Does the provider produce at least two case studies per month?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the provider monitor learners' attendance? For example, Total possible attendance and Total actual attendance?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Information Advice and Guidance	
Review quality of IAG and assurance processes, evidence of Matrix Standard, if not achieved agree timescale to become accredited	Notes:
How are participants and customers are made aware of the support available to them?	Notes:
How do you promote progression and lifelong learning with Participants and Customers?	Notes:
Promoting safe and fair practices	
What processes are in place to promote Health and Safety to Participants/Learners?	Notes:
What processes are in place to promote Equality and Diversity to Participants/Learners?	Notes:
Does the provider have a Modern Slavery policy?	Yes, Evidence attached <input type="checkbox"/> No <input type="checkbox"/> Confirm date of completion

What processes are in place to review environmental sustainability and setting of targets?		
Does the provider have a CSR policy?	Yes <input type="checkbox"/> Evidence attached <input type="checkbox"/>	No <input type="checkbox"/> Confirm date of completion
Participant and Customer Induction		
Obtain a copy of the Participant and Customer Induction programme. Confirm that it covers the following areas:		
Values and acceptable standards of behaviour	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Information on Equality of Opportunity and Embracing Diversity	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Expectations of Participants and Customers to complete the programme	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Health & Safety in relation to the programme and the work place	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Safeguarding and personal risk in relation to the programme and the work place	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The Complaints Process	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Providing feedback	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The Appeals process	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Participants / Customer Disciplinary process	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Outline of the programme	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Identification of Customer and Participant needs	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Subcontract Management and Monitoring

Review the subcontract agreement including management fee and explain the services supplied by Twin for that fee, discuss and resolve any programme queries and record any identified actions.	Notes:
Provide a full explanation of the Claims and Self Billing processes including all essential calendar dates for claims to ensure no delay to funding for the Partner and MI for the business.	Notes:
Agree a schedule of Performance Monitoring meetings and record on the Subcontract Management Calendar. Discuss Targets Forecast, Performance in month, future forecast, milestones, filele Audits, Observations, Timely submission of data, Publicity checks, case studies	Notes:
Explain the Subcontract profiles/deliverables and quality monitoring processes	Notes:
Take the Partner through each of the key processes as held on the TTS. Confirm that this has been completed with the Partner.	Notes:
Explain the administration process including the use and completion of attendance registers as appropriate.	Notes:
Outline all Management Information requirements and record any actions and/or concerns on the action plan for resolution.	Notes:
Explain the Participant/Learner support available	Notes:
Case load – Discuss destinations, Progressions, overall achievement rates, drop out rates, Learning	Notes:

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Aims, Past planned end dates	
Does the provider have an Ethics and Anti-bribery policy in place?	Yes <input type="checkbox"/> Evidence attached <input type="checkbox"/> No <input type="checkbox"/> Provide date of completion
Does the provider have a Performance Management policy in place?	Yes <input type="checkbox"/> Evidence attached <input type="checkbox"/> No <input type="checkbox"/> Provide date of completion
Professional development of staff	
What procedures are in place to update the knowledge of Trainers, Tutors, Skills Coaches, Assessors and IAG staff? Provide information relating to: <ul style="list-style-type: none"> • Standardisation meetings • Evidence of CPD • Team meetings • Additional training sessions • Quality Meetings • Any working groups • Any other activity 	Notes:
Marketing, Publicity	
Depending on contract type, outline all branding guidelines to the Partner to ensure all funding requirements are met.	Notes:
Review all marketing materials for adherence to branding guidelines recording any actions required.	Notes:
IT systems	

Confirm with the Partner what IT policies are in place including Data Protection, Information security. Any certifications? Confirm DPO full name and contact details. Record any actions required.	Notes:		
Confirm with the Partner that all necessary system access i.e. TTS has been requested.	Notes:		
Arrange training on TTS to ensure the accurate collation and recording of data.. Record actions and training dates required.	Notes:		
Area to be Addressed & Action Required	Planned Timescale & Milestones	Person responsible	Date Completed/reviewed & any comments
Identify if there are any outstanding actions to be completed by the Partner. If yes, highlight as a risk on the action plan and continue with the onboarding plan, if no then continue with the onboarding plan.	CONFIDENTIAL		
Partner On boarding Plan			
The information above is accurate. I/we undertake to complete any outstanding actions noted above as required.			



Partner Signature:	
Supply Chain / Contract Manager Signature:	
Date:	

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