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| Organisation Name: |  |
| UKPRN |  |
| Registered Address |  |
| Contact name |  |
| Contact email and telephone number |  |
| Has your organisation completed Hertford Regional College Due Diligence Process within the past 12 months? | Yes – please complete tasks 1, 2 and 3 and questions 1,2 and 3  No – please complete tasks 1, 2 and 3 and questions 1,2 and 3 and note that prior to the award of any contract your organisation will need to complete this Due Diligence Process and achieve the required assessment outcome. |

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| Task 1 | Confirm requested bid value (Volumes and Values spreadsheet must be attached to show how this will be delivered) | £  Complete Volumes and Values spreadsheet- Apprentices Delivery Profile after referring to the Profile Matrix tab | Mandatory completion |
| Task 2 | Please complete the achievement / retention data tab in the Volumes and Values spreadsheet for last three years (if available) for the identified qualifications | Complete Volumes and Values spreadsheet –Achievement Data tab | Mandatory completion |
| Task 3 | Please complete the course information tab on the profile proforma that has been provided | Complete Volumes and Values spreadsheet –Qualifications tab | Mandatory completion |

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|  | Question | Response | Score |
| Question 1 | Please explain how your organisation is ready to deliver any allocation if awarded.  Please ensure that you provide details of your capacity and capability to deliver any allocation including delivery model, how you intend to work in partnership with HRC and include details of employer links and stakeholder partnerships that will support your application.  (maximum 600 words) |  | See matrix below |
| Question 2 | Please explain how the standard in the delivery model that you have described in question 1 meets the curriculum intent strategy of your organisation as well as the subcontracting rationale of HRC  (maximum 400 words) |  | See matrix below |
| Question 3 | Please explain how your organisation, in delivering the identified standard meets the priorities for Apprenticeship funding as set out by the DfE / ERB in Hertfordshire and addresses the skills shortages and priorities as outlined in the LSIP.  (maximum 500 words). |  | See matrix below |

Scoring Criteria:

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| 100 | Answer fully meets requirements with strong evidence |
| 50 | Answer partially meets requirements with some evidence |
| 0 | Answer fails to meet requirements with insufficient evidence |