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August 2023

Version 4

**Expression of Interest Form**

**workpays.co.uk**

**Small Change, Big Difference**

Workpays is a well-respected training provider that works with businesses and individuals to deliver bespoke training programmes, which lead to recognised accredited qualifications and a workforce with enhanced skills.

We really believe in our motto, that ‘small changes make a real difference’, this is a real passion for us, and nothing makes us prouder than seeing disadvantaged individuals successfully taking the next steps on their career journey, progressing to employment or into full-time study.

A group of people putting their hands together

Description automatically generatedDelivering our programmes are some of the brightest, passionate, and experienced people in the industry. To ensure we consistently deliver high quality provision, we continuously invest in our people ensuring we nurture and support the talent that makes all this possible.

However, we recognise that in certain instances that we need support from other likeminded organisations to make that big difference, therefore we would like to hear those who share our vision and values.

This document is to be completed by any organisation interested in working with Workpays as a subcontractor or partner and please note that:

* Completion of this document does not infer any contractual agreement between Workpays and your organisation, but rather will help us to assess your organisation’s ability to work with us as a subcontractor or partner.
* More detail may be requested in relation to specific partnership opportunities as they arise.

We would like to thank you in advance for completing our expression of interest form and once you have completed the information please send the form to: Ingrid Kennedy at [ingrid.kennedy@workpays.co.uk](mailto:ingrid.kennedy@workpays.co.uk) and we will be back in touch shortly.

**Section 1 – Your Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company details** | | | |
| Company name |  | | |
| Registered address |  | | |
| Company registration and/or charity number |  | | |
| UKPRN Number |  | | |
| VAT number |  | | |
| Contact name |  | | |
| Contact number |  | | |
| Contact email address |  | | |
| Organisation website |  | | |
| **Organisation Overview** | | | |
| Please provide a brief history/summary of your organisation, services and your vison and values (100 words max) | | | |
|  | | | |
| Please indicate the type of organisation you are.  Please put an x in the relevant box | Private | |  |
| Third Sector | |  |
| Public Sector | |  |
| Consortium/Special Purpose Vehicle | |  |
| Please indicate your turnover and profit for the last full financial year | | | |
| Turnover | £ | | |
| Profit | £ | | |
| Please confirm that you are able to provide audited accounts for the last three years.  Please put an x in the relevant box | Yes | No | |
| **Delivery Types** | | | |
| Which types of delivery does your organisation provide?  Please put and x in the relevant box(es) | Support for unemployed individuals | |  |
| Skills support for those in employment | |  |
| Support for those classed as Not in Education, Employment, or Training (NEET) | |  |
| Advice Services | |  |
| Other | |  |
| If you have selected ‘other’, please give a brief description | | | |
|  | | | |

**Section 2 – How well do you deliver your services.**

|  |  |  |  |
| --- | --- | --- | --- |
| Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. | | | |
|  | **Contract 1** | **Contract 2** | **Contract 3** |
| Organisation Name |  |  |  |
| Point of contact in the organisation |  |  |  |
| Position in the organisation |  |  |  |
| E-mail address |  |  |  |
| Description of contract |  |  |  |
| Contract start date |  |  |  |
| Contract completion date |  |  |  |
| Estimated contract value |  |  |  |
| Contract performance against targets |  |  |  |

**Section 3 – Where do you deliver your services.**

|  |  |
| --- | --- |
| **Delivery Infrastructure** | |
| Please give details of your current delivery infrastructure  Please add more boxes if required | |
| Geographical/Local Enterprise Partnership (LEP) areas | Delivery locations |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Section 4 – How you deliver.**

|  |
| --- |
| **Delivery Activity** |
| Please tell us about how you deliver you services to participants (150 words max) |
|  |
| Please tell us about how you engage with your learners (150 words max) |
|  |
| Please tell us how you engage with employers to create progression routes for your learners (150 words max) |
|  |
| Please tell us about your relationship with key stakeholders in your areas and how their influence your delivery (150 words max) |
|  |

**Section 5 – Your declarations**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please answer the question below by putting an x in the relevant box | | | | |
| Has a receiving or administrative order or winding up order been made against the organisation, or an individual, or has a winding up order been passed, or has a receiver, manager, administrator, or equivalent been appointed? | | Yes | No | |
| *If you have answered ‘yes’ above, please provide more detail and an explanation:* | | | | |
|  | | | | |
| Have any of the directors or senior managers of the organisation been involved in any company which has had a winding up order or had an administrator appointed, or been disqualified from being a director? | | Yes | | Yes |
| *If you have answered ‘yes’ above, please provide more detail and an explanation:* | | | | |
|  | | | | |
| Has the organisation or the directors or senior managers of the organisation been found guilty of fraud, bribery, conspiracy which relates to participation in a criminal organisation, or been convicted of any other offence which is not spent under the Rehabilitation of Offenders Act 1974 (and subsequent amendments)? | | Yes | No | |
| If you have answered ‘yes’ above, please provide more detail and an explanation: | | | | |
|  | | | | |
| Are there any legal proceedings, including bankruptcy or winding up petitions, in progress that might affect the performance of contract obligations, or has the organisation been prosecuted under EU or national law in the last three years? | | Yes | No | |
| *If you have answered ‘yes’ above, please provide more detail and an explanation:* | | | | |
|  | | | | |
| Has the organisation ever failed to fulfil any obligations regarding payment of social security obligations, payment of UK taxes, possession of a licence, or membership of an organisation where the law of the state required it? | | Yes | No | |
| If you have answered ‘yes’ above, please provide more detail and an explanation: | | | | |
|  | | | | |
| **Organisation Declaration** | | | | |
| Name of person completing the form |  | | | |
| Position within the organisation |  | | | |
| Date the form was completed |  | | | |

|  |
| --- |
| **Next Steps** |
| To ensure we have the most up to date information, please inform us from time to time if the information you have given us changes. Should you not want us to keep your information on file in the future, please contact us and let us know.  Please note: all the information you give us is confidential.  Thank you for your interest in working with Workpays. We will be in touch within the next 10 days to confirm any potential contracting opportunities. |