



## **LWDP Training Provider Register - Principles and Conditions Statement**

### Principle

- To establish access to a diverse range of training providers that will meet the needs of an increasingly selective and specialised care sector
  
- To stimulate the growth of a quality training provider market for the care sector, within Lancashire that will provide high quality, competitively priced training, driven by consumer needs
  
- To establish a list of training providers who are bound by a Code of Conduct and have made a formal commitment to the LWDP to provide part funded training in accordance with conditions laid down by the LWDP. These providers will understand that public funding must be spent appropriately and that payment will only be made upon proof of an outcome to a bona-fide recipient

### Conditions

- 1) Entry onto the LWDP Register of Training Providers is conditional on training providers<sup>1</sup> signing and being bound to the LWDP Training Provider Agreement (see appended) and agree to the LWDP Register of Training Providers - Principles and Conditions statement.
  
- 2) Training providers can apply, at any time for inclusion onto the LWDP Training Provider Register<sup>2</sup> and for the requisite LWDP-LancashirePlan Training Provider Licence<sup>3</sup>.

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<sup>1</sup> A training provider is, in this instance, defined as a business or organisation (including not for profit organisations), or a department of a parent business or organisation that delivers training to anyone involved in the provision of care related service <sup>2</sup> The LWDP is aware of its obligations under the Competition Act 1998 and Anti Competitive Trading legislation. <sup>3</sup> The LWDP uses LancashirePlan as an on-line system management and administration solution which brings together all the stakeholders in the training and HR community. Acceptance onto the LWDP Training Provider Register entitles the training provider to have their organisation listed on LWDP- LancashirePlan and subject to the licence agreement, to advertise training services to Lancashire's Care Providers. The licence is currently purchased by LWDP and provided free of charge to training providers. An administration fee of 2% of the funding provided will be levied on the training provided.

3) If a training provider, after investigation, is deemed to have broken the Code of Practice, or they fail to comply with the LWDP Training Provider Register - Principles and Conditions, they can be removed from the LWDP register.

4) Employers<sup>4</sup> should be free to choose a mix of training options from a range of training providers – choosing a provider they feel offers the best service for a particular course.

5) Training Providers must be able to produce, proof of accreditation for any course advertised as or requiring accreditation by an awarding body. Additional references will be required from providers of NVQ's.

6) Certain training may be eligible for a contribution towards funding from the LWDP. Training which receives part government funding from a source other than LWDP may attract a reduced rate of funding support from the LWDP.

7) Training providers must use LancashirePlan to 'advertise' and allow on-line booking of their courses. The actual charge for the training being clearly stipulated. In addition LancashirePlan must be used to record (LWDP funded) outcomes thereby providing an auditable activity.

8) Funding will not be released until proof of completion of the training activity has been received – this will normally require the production, by the employer, of a copy of the relevant certificate or award. This certificate must, in the case of an accredited award, be a copy of the awarding bodies certificate. However, it should be recognised that some individual training providers offer worthwhile and appropriate specialised training that is not externally accredited, receipt of the training providers certificate will, in these instances be acceptable if the training provider meets requirements for non-accredited training as specified by the LWDP.

9) Employers will be responsible for evaluating the service they receive and for requesting, with the requisite proof of completion, payment of funding.

10) All funding will be paid directly to the Employer, solely for the purpose of paying their chosen training provider in a timely manner.

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<sup>4</sup> The use of the word Employer(s) in this document, includes anyone who is responsible for the development or deployment of another, that includes employees, volunteers, informal carers, etc and not exclusively persons who are defined as employed under employment law

11) The LWDP reserve the right to restrict and/or refuse the advertising of training/courses on LancashirePlan which, in the opinion of the LWDP, are inappropriate.

12) All training providers registered with the LWDP must be aware that they must, if required, allow an inspection/audit by any external body authorised to audit publicly supported funded training, e.g. ALI. Records must be maintained that would facilitate and allow for that eventuality.

13) All training providers will ensure their administration of LancashirePlan does not disadvantage employers accessing their services via LancashirePlan.

14) The LWDP reserve the right to revoke the 'free' LancashirePlan licence and offer a commercial rate licence if a training provider is not deemed to be attracting an acceptable level of LWDP funded course bookings.

Appendix  
**LWDP Training Provider Agreement**

The acceptance of a Training Provider, Code of Practice is fundamental to the acceptance of training companies onto the LWDP Register of Training Providers By accepting / applying for listing on the LWDP Register of Training Providers:

I \_\_\_\_\_ on behalf of \_\_\_\_\_ agree to trade in a legal and ethical manner and not to do anything that would bring the name of the LWDP into disrepute.

- confirm that I am a bona fide training provider, i.e. I or my company provide training or NVQ assessment services directly, and not via a third party, to care providers working in Lancashire.
- undertake to timely inform LWDP of any difficulties that may effect the supply of the services, this should include specific reference to financial and operational difficulties.
- agree to deliver the best possible service in an appropriate, effective and efficient manner.
- am committed to maintaining confidentiality.
- agree to allow and to co-operate with an independent (non-training provider) LWDP representative to investigate any apparent problem, complaint or irregularity reported or identified.
- I agree to supply any pertinent and requisite documentation demanded by the LWDP or any other officially authorised body
- I agree to and will abide by the Principles and Conditions statement produced by the LWDP

Additionally I/we have in place appropriate:

- a) Antidiscrimination Policy
- b) Equal Opportunities Policy
- c) Insurance policies – third party, public liability and if appropriate employer liability insurance.

Signed and Dated .....