

APPLICATION QUESTIONNAIRE - EXAMPLE

FOR THE SUPPLY OF LOW VALUE WELFARE TO WORK TRAINING (DYNAMIC PURCHASING SYSTEM)

Before completing this Application Questionnaire you are advised to read the following:

1. [DWP Terms and Conditions for the Supply of Low Value Welfare to Work Training \(Dynamic Purchasing System\)](#)
2. [The Data Protection Act 1988](#)

Before completing the Questionnaire you must also complete the following actions:

1. [Registration with the Information Commissioner](#)
2. [Applied for and received your DUNS Number](#)
3. [Conform to HMG Baseline Personnel Security Standards](#)

Questionnaire:

DWP trading conditions

Do you accept the DWP Terms and Conditions for the Supply of Low Value Welfare to Work Training (Dynamic Purchasing System)? Yes / No

Does your organisation have a written policy that prevents unlawful discrimination and promotes equal opportunities for all? Yes / No

Data security

It is a condition of DWP that all suppliers are registered with the Information Commissioner and comply with all requirements of the Data Protection Act 1998. Can you confirm that your organisation complies with this requirement? Yes / No

Are data users made aware of the importance of confidential handling of information? Yes / No

[Data is fully defined within the Data Protection Act and as referenced in the terms and conditions of this contract. For the purposes of your response this will mean any personal data you receive relating to a customer] [User is any individual accessing that data within your employ or your behalf in delivering the contract]

Have you communicated policy defining the importance of confidential Yes / No

handling of information?

[You must have a written and communicated policy. It must advise your employees and those accessing data on your behalf in the contract that they must keep data secure at all times and access and use it only in accordance with the contract. You must not use the data for any purpose other than agreed without our express permission]

Have your staff received relevant training in this area, and will this be refreshed during the next 12 months? Yes / No

[Your staff must be made aware of the measures you require them to take to protect data. This will include adherence to clear desk policies, control of passwords for IT and non disclosure of data under the contract]

Is data protected from loss or theft including from vehicles and while you/your employees are travelling whether in hard copy or electronic format? Yes / No

[Confirm that your employees and those accessing data on your behalf are instructed to prevent risk of data being lost, stolen, or improperly accessed, and that you have guidelines on the secure control of data when travelling]

Does your data protection policy restrict the movement of data? Yes / No

[Your internal policy and guidance must clearly state that data must only be shared and accessed by those with a legitimate business need and you must have processes in place to support this]

Do you, and (where applicable) your employees sign a confidentiality statement regarding non-disclosure of information you or they will access? Yes / No

[This should be a condition of employment with you. You must retain confirmation of this declaration from your employees]

Do you agree to notify any suspected / actual unauthorised non business use or accessing of data immediately to your DWP contact point? Yes / No

[This will be the Departmental representative who contacted you to perform work under the contract]

Do you have a named data security contact in your company who we can contact about any data security incident and will be responsible for dealing with the incident? Yes / No

[It is a requirement of the Data Protection Act that you have a named and resourced individual in your organisation responsible for handling data – this contact must be aware of their responsibilities and contactable by DWP]

Do you have clear procedures to be followed in the event of the misuse or loss of data? Yes / No

[You must communicate clearly to employees and those accessing data on your behalf where and to whom to promptly notify any suspected or actual data loss, misuse, illegal accessing or damage to data]

Is data located in an office, room or environment that is secure and able to be locked? Yes / No

[Data on your premises, in offices, on any PCs or IT, including memory sticks, mobile phones, CDs or writable media used, must be retained in a secure lockable environment]

Is access controlled and for authorised personnel only? Yes / No

[You must only allow individuals with a legitimate business need to share, access or view data. This includes preventing unauthorised access or viewing by any visitors or auxiliary office workers]

Are any individuals who have the ability to override system protection Yes / No

appropriately aware of the importance of data protection and their responsibilities?

If your organisation uses a computer network please answer either Yes or No to the following questions. If your organisation does not use a computer network please answer NA to all of the following questions marked Network

[If you use an IT system or network (A **computer network** is a group of computers that are connected to each other for the purpose of communication) that requires an “administrator” or similar function to control or manage it, you must ensure that administrators or anyone with the ability to enter and leave the system without a record of their action, is fully aware of their responsibilities to keep data secure. They must only access data in strict accordance with the contracts and legitimate business need. A system or network includes connectivity of a number of PC’s or laptops and any IT which allows the sending of data via the internet, or the ability to save to portable media, copy or share]

Network - Do on screen notices display that only authorised personnel may use the system? Yes / No
NA

Network - Can the system identify users who have accessed data? Yes / No
NA

Network - Do you operate password controls for users? Yes / No
NA

Network - Are they changed regularly? Yes / No
NA

Network - Do you have back up and continuity measures or disaster recovery systems? Yes / No
NA

Network - Are they equally secure? Yes / No
NA

Network - Do you agree to only communicate, exchange, copy, print or store information in accordance with the authorised use of the data? Yes / No
NA

Network - Do you agree during the following 12 months to archive and store data securely? Yes / No
NA

Network - Do you agree to dispose of any data due for destruction at the end of the contract securely / hand data back to the customer? Yes / No
NA

Is an up to date record of all authorised users with a valid reason for use of data maintained? Yes / No

[Without keeping an up to date record of who should have access data you will be unable to control access to it. This must be updated to maintain an accurate record of those having, or ceasing to have the right to access data. Individuals who cease to work on the contract must have their ability to access data removed. This includes removing of any “tokens” allowing access to IT systems, password changes and updating physical

access controls]

Do you agree to perform pre employment checks on personnel you employ who have access to DWP data, in accordance with HMG Baseline Personnel Security Standard? Yes / No

Choose NA if you are a sole trader or single person enterprise. NA

[Those accessing data in your employment or on your behalf **must** be subject to pre-employment checks in accordance with the HMG Personnel Security Standard]

Do you agree to act in accordance with the DWP Security Policy (see Terms and Conditions)? Yes / No

If you store and/or transfer personal data on laptops, storage devices and other removable media do you use encrypted laptops and encrypted storage devices and other removable media when handling Departmental information? Answer NA if you do not use any of the above Yes / No
NA

[The Departments policy is that suppliers must not store data on portable media such as laptops unless the data is encrypted. The definition of Portable media includes the storing of data on memory sticks and electronic storage such as CD/DVD's. Encryption must be to FIPS 140 – 2 standard]

Health and Safety questions

The health and safety of training participants is paramount and Contractors must be able to demonstrate, to DWP satisfaction, that they comply with all relevant health and safety legislation, including Health and Safety (Training for Employment) Regulations 1990.

Where you are not responsible for health and safety on the learners premises, because they are based in a third party employers premises, you must have in place a system to check the third party employer is meeting their own health and safety obligations.

General Legal Requirements

Do you have current and adequate insurance cover for the following 3 areas which extends to cover the training participant:

1) Employers' Liability Compulsory Insurance? Yes / No

2) Public Liability Insurance? Yes / No

3) Motor Vehicle Insurance? Yes / No
NA

Are you registered with the appropriate Enforcing Authority e.g. HSE, Local Authority (where this is a legal requirement) Yes / No

Do you have a policy on health and safety at work? Yes / No

Do you have health and safety organisation and arrangements in place to put the policy into practice? Yes / No

Do you have either:

1. The 'Health and Safety Law - what you should know' poster displayed or Yes / No

2. Provide a health and safety leaflet for each training participant (this can be your own produced leaflet or the [HSE Health and Safety Law](#) leaflet which can be downloaded from the [HSE website](#)) Yes / No

Are you, or do you have a person(s) competent in health and safety issues? Yes / No

Will you or someone in your organisation, make the training participant aware of who the employee health and safety representative is and what their role and responsibilities entail Yes / No

Risk Assessments

Have you assessed the risks to the health and safety of any employees and others affected by your work including arrangements for the safety and protection of the training participant whilst in your organisational environment? Yes / No

Have you taken all appropriate steps to implement the findings of your risk assessments? Yes / No

Do you have a process in place to review risk assessments periodically or as changes occur i.e. accidents, changes in work practices etc? Yes / No

Do you have a current fire risk assessment for the premises? Yes / No

Supervision of training participants

Do you ensure training participants receive effective information, instruction, training and supervision? Yes / No

Will you have or appoint someone to have overall responsibility for the supervision of training participants? Yes / No

Will supervisory standards take into account the experience and/or ability of participants and the hazards associated with the tasks or learning undertaken? Yes / No

Will the supervisor(s) be aware of their Health and Safety role and responsibilities in respect of training participants? Yes / No

Training

Where appropriate will you make arrangements to provide participants with Health and Safety Induction and Training or ensure that they have received an induction if not employed on your premises Yes / No

Will each training participant receive the appropriate Health and Safety training to cover all activities they will undertake during the Training? Yes / No

Will each training participant be made aware of his or her personal responsibilities in respect of Health and Safety? Yes / No

Accidents and emergencies

Do you have procedures and personnel in place to deal with any accidents or emergencies which may occur (including the reporting of accidents to Jobcentre Plus)? Yes / No

Will you ensure that the training participant is made aware of the procedures and personnel? Yes / No

Do you have adequate and appropriate equipment and facilities for first aid? Yes / No

Are you or do you have someone appointed to take charge of first aid arrangements? Yes / No

Do you record accidents using the approved accident report form? Yes / No

Are you familiar with the accident reporting requirements within the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations of 1995 (RIDDOR)? Yes / No

Personal protective equipment and welfare

Where necessary, will you ensure that the training participant is provided with the appropriate personal protective equipment and clothing of the correct size? Yes / No
NA

Where necessary, will you ensure that the Training participant effectively uses all necessary personal protective equipment and clothing? Yes / No
NA

Do you comply with the requirements of The Workplace (Health and Safety) Regulations, i.e. toilets, washing facilities etc? Yes / No
NA

Referral of a participant to a work / project placement with a third party employer

If the provision requires the placement of a participant on a work/project placement, will you have suitable arrangements in place for checking that the third party employer meets all the above health and safety requirements? Yes / No

Training and Counties

Tick

Administrative / Clerical / Secretarial	<input type="checkbox"/>
Agriculture / Horticultural / Gardening / Floristry	<input type="checkbox"/>
Animal care	<input type="checkbox"/>
Approved Driving Instructor	<input type="checkbox"/>
Arts & Crafts	<input type="checkbox"/>
Beauty / Cosmetic (non hairdressing)	<input type="checkbox"/>
Brickwork / Masonry	<input type="checkbox"/>
Business and Commerce	<input type="checkbox"/>
Care (All)	<input type="checkbox"/>
Carpentry / Joinery / Wood trades	<input type="checkbox"/>
Catering, Food Hygiene & Food trades	<input type="checkbox"/>
Chemical / Asbestos Handling	<input type="checkbox"/>
Certificate of Professional Competency (All)	<input type="checkbox"/>
Construction Professionals	<input type="checkbox"/>
Customer Service	<input type="checkbox"/>
Drivers - other (non FLT, ADI, PCV and LGV)	<input type="checkbox"/>
Education	<input type="checkbox"/>
Electrical / Electronic	<input type="checkbox"/>
Energy Assessing	<input type="checkbox"/>
Engineering (ALL)	<input type="checkbox"/>
Financial / Auditing & Bookkeeping	<input type="checkbox"/>
First Aid	<input type="checkbox"/>
Fork Lift Truck	<input type="checkbox"/>
Funeral services	<input type="checkbox"/>
Glazier	<input type="checkbox"/>
Gas Industry	<input type="checkbox"/>
General Building / Labouring and CSCS	<input type="checkbox"/>
Hairdressing	<input type="checkbox"/>
Health & Safety (ALL)	<input type="checkbox"/>
Health Professions	<input type="checkbox"/>
Hospitality / Leisure	<input type="checkbox"/>
Information Technology & Design	<input type="checkbox"/>
Landscaping	<input type="checkbox"/>
Legal	<input type="checkbox"/>
LGV	<input type="checkbox"/>
Lingual	<input type="checkbox"/>
Media	<input type="checkbox"/>
Manufacturing (ALL)	<input type="checkbox"/>
Offshore (All)	<input type="checkbox"/>
Painting & Decorating	<input type="checkbox"/>
PCV	<input type="checkbox"/>
Performing Arts	<input type="checkbox"/>
Personal Development / Skills	<input type="checkbox"/>
Photography	<input type="checkbox"/>
Plant and Machinery	<input type="checkbox"/>
Plastering	<input type="checkbox"/>
Plumbing / Heating	<input type="checkbox"/>
Production	<input type="checkbox"/>

Project Management	<input type="checkbox"/>
Printing	<input type="checkbox"/>
Pub Management	<input type="checkbox"/>
Quality Assurance	<input type="checkbox"/>
Rail / Road	<input type="checkbox"/>
Retail Sales	<input type="checkbox"/>
Risk Management	<input type="checkbox"/>
Roofing / slating	<input type="checkbox"/>
Scaffolding	<input type="checkbox"/>
Science / Research	<input type="checkbox"/>
Security	<input type="checkbox"/>
Social / Community work	<input type="checkbox"/>
Sports and Fitness	<input type="checkbox"/>
Steel erection	<input type="checkbox"/>
Textile Trades	<input type="checkbox"/>
Therapy / Holistic / Alternative Care	<input type="checkbox"/>
Tiling	<input type="checkbox"/>
Trades (other not specified)	<input type="checkbox"/>
Travel & Tourism	<input type="checkbox"/>
Vehicle Trades	<input type="checkbox"/>
Waste Management	<input type="checkbox"/>
Welding	<input type="checkbox"/>
Working at Heights	<input type="checkbox"/>
Other training not specified	<input type="checkbox"/>

Where can you deliver your training courses?

Tick

Aberdeenshire	<input type="checkbox"/>
Anglesey, Gwynedd	<input type="checkbox"/>
Angus	<input type="checkbox"/>
Argyll	<input type="checkbox"/>
Ayrshire	<input type="checkbox"/>
Banffshire	<input type="checkbox"/>
Bedfordshire	<input type="checkbox"/>
Berkshire	<input type="checkbox"/>
Berwickshire	<input type="checkbox"/>
Blaenau Gwent, Caerphilly, Torfaen, Monmouthshire, Newport	<input type="checkbox"/>
Bridgend, Merthyr Tydfil, Rhondda Cynon Taff	<input type="checkbox"/>
Buckinghamshire	<input type="checkbox"/>
Bute	<input type="checkbox"/>
Caithness	<input type="checkbox"/>
Cambridgeshire	<input type="checkbox"/>
Cardiff, Vale of Glamorgan	<input type="checkbox"/>
Carmarthenshire, Ceredigion, Pembrokeshire	<input type="checkbox"/>
Cheshire	<input type="checkbox"/>
City of Bristol	<input type="checkbox"/>
City of London	<input type="checkbox"/>
Clackmannanshire	<input type="checkbox"/>
Conwy, Denbighshire, Flintshire, Wrexham	<input type="checkbox"/>

Cornwall	<input type="checkbox"/>
Cumbria	<input type="checkbox"/>
Derbyshire	<input type="checkbox"/>
Devon	<input type="checkbox"/>
Dorset	<input type="checkbox"/>
Dumfriesshire	<input type="checkbox"/>
Dunbartonshire	<input type="checkbox"/>
Durham	<input type="checkbox"/>
East Lothian	<input type="checkbox"/>
East Sussex	<input type="checkbox"/>
East Yorkshire	<input type="checkbox"/>
Essex	<input type="checkbox"/>
Fife	<input type="checkbox"/>
Gloucestershire	<input type="checkbox"/>
Greater London	<input type="checkbox"/>
Greater Manchester	<input type="checkbox"/>
Hampshire	<input type="checkbox"/>
Herefordshire	<input type="checkbox"/>
Hertfordshire	<input type="checkbox"/>
Inverness-shire	<input type="checkbox"/>
Isle of Wight	<input type="checkbox"/>
Kent	<input type="checkbox"/>
Kincardineshire	<input type="checkbox"/>
Kinross-shire	<input type="checkbox"/>
Kirkcudbrightshire	<input type="checkbox"/>
Lanarkshire	<input type="checkbox"/>
Lancashire	<input type="checkbox"/>
Leicestershire	<input type="checkbox"/>
Lincolnshire	<input type="checkbox"/>
Merseyside	<input type="checkbox"/>
Midlothian	<input type="checkbox"/>
Moray	<input type="checkbox"/>
Nairnshire	<input type="checkbox"/>
Neath Port Talbot, Swansea	<input type="checkbox"/>
Norfolk	<input type="checkbox"/>
North Yorkshire	<input type="checkbox"/>
Northamptonshire	<input type="checkbox"/>
Northumberland	<input type="checkbox"/>
Nottinghamshire	<input type="checkbox"/>
Orkney	<input type="checkbox"/>
Oxfordshire	<input type="checkbox"/>
Peeblesshire	<input type="checkbox"/>
Perthshire	<input type="checkbox"/>
Powys	<input type="checkbox"/>
Renfrewshire	<input type="checkbox"/>
Ross and Cromarty	<input type="checkbox"/>
Roxburghshire	<input type="checkbox"/>
Rutland	<input type="checkbox"/>
Selkirkshire	<input type="checkbox"/>

- Shetland
- Shropshire
- Somerset
- South Yorkshire
- Staffordshire
- Stirlingshire
- Suffolk
- Surrey
- Sussex
- Sutherland
- Tyne and Wear
- Warwickshire
- West Lothian
- West Midlands
- West Sussex
- West Yorkshire
- Westmorland
- Wigtownshire
- Wiltshire
- Worcestershire