

## DUE DILIGENCE QUESTIONNAIRE

To be completed by all companies proposing to work with Basingstoke College of Technology ("BCoT")

### COMPANY INFORMATION AND CONTACT DETAILS

<b>Company name</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Nature of business conducted</b>	
<b>Number of years in business</b>	
<b>Contact Name</b>	
<b>Position</b>	
<b>Telephone Number</b>	
<b>Email Address</b>	
<b>Website</b>	
<b>Company Registration Number</b>	
<b>VAT registration number</b>	
<b>Type of Organisation (Private, Public, Third Sector)</b>	

### GROUP INFORMATION

If the company is part of a group, provide a group structure chart and the following information for all holding companies, subsidiary companies and the ultimate holding company:

Company Name	
Company Type	
Company Registration Number	

**NATURE OF THE BUSINESS**

Please explain the company's business, a brief history, and why it is seeking to work in partnership with Basingstoke College of Technology

**EXPERIENCE OF DELIVERING TRAINING PROGRAMMES**

**DOCUMENTS**

Please provide copies of:

- Latest audited accounts (company and group)
- Public liability and employer liability insurance certificates

**ACCREDITATIONS**

Please indicate if the company holds the following accreditations:

Investors in People	
Matrix	
Positive about Disability	
British Standards	
Others (please specify)	

**OFSTED**

If inspected by OFSTED, provide a summary of the most recent OFSTED inspection.

## COMPANY POLICIES

Please provide copies of the following company policies:

- Safeguarding
- Equality & Diversity
- Sustainability and Environmental awareness

## IN RESPECT OF INTERNATIONAL BUSINESS:

- What is the company's status with the UKBA
- How many CAS are issued each year, and what proportion are rejected
- Number of international students studying in the UK each year

## REFERENCES

Provide two references with contact details

Referee 1	
Referee 2	

## HOW TO SUBMIT THIS FORM

Upon full completion, please save this form stating your company as the file name, then return via email to [business@bcot.ac.uk](mailto:business@bcot.ac.uk)

Thank you for your interest in becoming a partner with Basingstoke College of Technology.