

Sutton & District Training Limited

Subcontracting Policy

The reasons for subcontracting are varied:

- To build more capacity
- To engage with a new range of customers
- To provide expert delivery outside of existing capacity
- To support the needs of disadvantaged groups of learners who need flexibility and a supportive environment

The rationale for subcontracting is to work with similar likeminded organisations who share the same vision but have specialist knowledge of other vocational areas and will enhance the quality of our learning offer.

Sutton & District Training Limited (“The Company”) will be the principal contract holder as a prime contractor with the Education and Skills Funding Agency (“ESFA”).

The content of this policy has been developed in line with ESFA funding rules and associated guidance for subcontracting with delivery partners.

As the prime contractor, The Company retains full accountability of contract delivery, use of funds, quality assurance and learner success rates.

Fairness in procurement

The Company will always undertake fair and transparent procurement activities and will inform the Chief Executive of the ESFA in writing, concerning any circumstances which might lead to an actual or perceived conflict of interest.

Selection, approval and monitoring of subcontractors

The Company will only use delivery subcontractors who satisfy the following criteria:

- They are published on the UKPRN register
- They offer a different provision from that already offered by The Company
- Are within relatively close geographical proximity to our existing training centres (within or close to 1 hour's drive time) or have Apply for Distance subcontracting Permission
- Have No Awarding Body sanctions or cases of malpractice or fraud

In accordance with ESFA rules, as the Prime Training Provider, The Company will undertake a robust process of due diligence when selecting potential subcontractors to ensure the highest quality of learning delivery is made available; which demonstrates value for money and has a positive impact on the experience of learners.

The Aim of the Policy

The aim of this policy is to ensure that the relationship between the subcontractor and The Company leads to a broader offer with enhanced collaboratively idea sharing thus improving quality, retention, and achievement in a supportive environment.

Quality Assurance (QA) of delivery

The Company will support the subcontractors to deliver high quality teaching, learning and assessment and will follow the company quality assurance process which will form part of our sub-contracting agreement. Our quality assurance process will be followed by all subcontractors to ensure continuity of a quality provision for all learners. The Company will support, develop and share good practice with all subcontractors in order to secure continuous improvement through quality reviews, compliance visits, monitoring meetings, observations of teaching, learning and assessment and learner feedback

All subcontractors must agree to follow our quality processes. Should any areas of concern be highlighted an action plan will be drawn-up. Additional meeting and QA visits will be scheduled until the concerns have been resolved.

Support offered

- Guidance on paperwork to be used / sharing of paperwork from Prime contractor
- Quality Assurance on the Inspection and audit of the Subcontractor's training programmes
- Advice and Guidance
- MIS systems
- Teaching Resources
- Remote delivery
- CEIAG
- Quality Assurance Process

Managing performance

Monitoring will include a selection of the following quality assurance audits:

- Twice monthly visits. (Zoom/Teams calls or visits)
- Data Collection Process
- Quality Term meetings
- Planning meetings
- Contractual and Financial audits
- Staff Training and CPD
- Observations

Fee structure

Fee structure will range from 15% to 25% and the fee set will be according to the amount of help and support given to the subcontractor. Fees are paid according to payment schedule. The management fees are individually negotiated with each subcontractor and detailed in the Subcontracting Agreement.

The costs cover the provision of:

- Administration
- Quality Assurance
- Management of Sub-contractor

The subcontractor will be responsible for meeting the costs associated with the registration of candidates with awarding bodies, examination and re-examination fees.

Risk Assessment

Subcontractors may be subject to a Risk Assessment.

Initial Set up

Set up of each subcontractor agreement will require the following information;

- Subcontracting Organisation's UKPRN
- Legal Name of Organisation
- Value of contract
- Programmes Planned to be delivered
- 2 references
- Delivery address
- Systems and protocols to be agreed
- Delivery staff CV's and certificates

Internal policies

The Subcontractors must adhere to all The Company's Policies and procedures with emphasis upon the following

- Staff Recruitment and Development
- Data Protection (GDPR compliant)
- Health & Safety
- Equality & Diversity • Safeguarding & Prevent
- Insurance:
 - Employer's Liability Insurance = £10 million in respect of each and every claim
 - Public Liability = £10 million in respect of each and every claim
 - Professional Indemnity = £5 million in respect of each and every claim

Payment

Payment to subcontractors will be in accordance with payment plan agreed in contract with subcontractor, subject to all necessary paperwork and records having been submitted within the required timescale. A checklist of key dates and deadlines will be provided.

Contingency planning

The subcontracted provider is required to notify The Company immediately if there are any changes that may cause a risk to the contracted delivery. These include, but are not limited to:

- The possibility of the provider ceasing to trade
- Other significant changes that affect the ability of the subcontractor to deliver the required subcontracted provision

In these circumstances, The Company will conduct a review and reserves the right to seek alternative provision of services to ensure continuity for learners.