

# Cliffe House Training Academy

## Subcontracting Policy

Last Policy Review Date: February 2025

Next Review Date: February 2026

Created by Training Manager: Tori Doherty. Signed by Director: *Della Stocks*

## **Sub-Contracting Rational and Fees Structure 2022/23**

This policy outlines our rationale for working with sub-contract Partners, how we will manage our relationship and how public funds will be distributed.

It has been updated to reflect the Sub-Contracting Funding Rules for ESFA Funded Post 16 Provision (2022-2023). Effective May 2023.

### **Rationale for Sub-Contracting of Provision**

Cliffe House Training Academy will only consider sub-contracting for any provision if it provides specialist training that has been requested and evidenced by industry specialists, employers whom we are engaged.

In first instance, Cliffe House Training Academy will explore operational capacity, capability and expertise to offer this directly. If it is evident that we are unable to provide the requirement and evidenced demand from employers for the training and that provides specialist skills, knowledge, and that enhances the apprentices experience and impact in their role we will consider subcontracting options and viability.

### **Executive Approval & Monitoring**

Sub-Contract or Partner delivery will only be used to meet one or more of the following.

- enhance the knowledge, skills available to apprentices that can be applied and make an impact in their job role
- fill gaps in niche or expert provision, or provide better access to training facilities
- support better geographical access
- offer an entry point for disadvantaged groups.

At the start of each academic year, we will review all existing and any new proposed sub-contracting relationships to ensure they meet one or more of these criteria. Approval at the start of each academic year by the SMT will use the above rationale, consider and subsequently approve, the role and contribution of each proposed sub-contract Partner. This will be documented in Cliffe House Training meeting minutes.

In year, any new or revised provision, will require approval of the Director prior to any activity taking place. Any changes to provision will be subject to ratification by the Director and Senior Training Team.

Monitoring Day to day responsibility for implementation of this policy will be delegated to the Training Manager (or the Training Coordinator).

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### **Agreeing Costs with Employers & Individuals**

We will agree a total cost for the programme with the employer or individual in advance. As part of our Employer Agreement and Partner Agreements, we clearly indicate how any government funding, levy funding or employer contribution will be distributed and if a commercial course the agreed price.

### **Distribution of Funding / Pricing**

#### **Apprenticeship Programmes**

To ensure internal oversight of apprenticeship delivery we will not sub-contract 'in full' apprenticeship delivery. We will only review the purchase of 'specialist' training that enhances the apprentices' knowledge, skills and behaviours and requested by industry/ employers.

We will ensure that the cost claimed by the subcontractor is reasonable and proportionate to the delivery of their teaching or learning and contributes to delivering high quality learning. We will undertake this by benchmarking price of similar industry training by comparative organisations if available.

#### **Due Diligence**

All Partners will undergo comprehensive Due Diligence checks prior to any contracting. They will be selected based upon track record, specialism and location to ensure Cliffe House Training Academy is able to effectively respond to learner and employer demand. If during the Due Diligence process, we identify any circumstances that may lead to an actual or perceived conflict of interest, Cliffe House Training Academy will, prior to any sub-contracted activity taking place, notify the ESFA.

In relation to apprenticeship sub-contracting the provider must meet ESFA apprentice sub-contractor rules i.e. supporting provider on RoATP or any register that replaces the RoATP.

All partners will need to provide an annual SAR and provide information in relation to other sub-contracting agreements to ensure that not over ESFA subcontracting maximum allocations.

### **Services Provided Partner Support and Capacity Building**

Cliffe House Training Academy is committed to ensure all Partners develop and deliver high quality provision that meets the needs of learners and exceeds the expectation of employers.

This includes training and systems to ensure that public funds are used correctly. The support provided varies dependant on the needs of the individual organisation but will include some or all of the following.

- Completion of all data returns / ILR data via MIS System
- Preparation for External Inspection and/or External Audit
- Quality Consultant Support

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- Access to high quality Training & Consultancy
- Self-Assessment & Quality Improvement Support
- Staff development resulting from Teaching & Learning Observations  
(Inc. Paired Observations)

The list of services and associated costs in the use of a subcontractor will be communicated to an employer prior to contract / agreement with an employer.

**Payment Terms**

In the purchase of commercial training/ apprenticeship delivered by partners we will adhere to their payment terms

**Policy Review & Publication**

The policy will be reviewed annually in November of each year and updated version published by end of October.

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