



Sub-Contracting Rational and Fees Structure 2024/2025

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 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
- to meet a standard requirement – for example level 2 maths and English requirement
- 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 Training Manager and Director will use the above rationale, consider and subsequently approve, the role and contribution of each proposed sub-contract Partner. This will be documented in the appropriate Training Academy 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 Cliffe House Training Team.

Monitoring Day to day responsibility for implementation of this policy will be delegated to the Training Manager who will provide a full report on performance of each sub-contractor at each Cliffe House Training meeting after each quarterly sub-contractor quality meeting. This will include any actions or interventions necessary to ensure Cliffe House Training has effective control of the provision.

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 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 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 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
- Preparation for External Inspection and/or External Audit
- Quality Consultant Support
- Access to high quality Safeguarding/ Prevent / E&D Training
- Self-Assessment & Quality Improvement Support
- Staff development resulting from Teaching & Learning 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 each year. The policy will be published at www.cliffehousedaynurseries.co.uk Training section of the website.

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