

Sub-contract Policy

Responsibility for Policy:	Registrar and Chief Operating Officer
Relevant to:	Degree Apprenticeships
Approved by:	APFP
Responsibility for Document	Registrar and Chief Operating Officer
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RELEVANT DOCUMENTS

KPMG audit outcomes

RELATED POLICIES & DOCUMENTS

Apprenticeship Policy

1. Introduction

1.1 In order to adhere to the Education and Skills Funding Agency (ESFA) rules, this policy sets out the requirement for subcontracting provision for degree apprenticeships delivered across the University.

2. Scope

2.1 This policy applies to all subcontracted apprenticeship provision, including provision by Employer Providers, undertaken by the University.

3. Procurement and Contracting

3.1 The University will at all times undertake fair and transparent procurement activities and will undertake a robust process of due diligence when selecting potential subcontractors to ensure the highest quality of learning delivery, and learner and employer experience is achieved.

3.2 The delivery must demonstrate value for money and have a positive impact on both the learner and employer experience.

3.2 In line with ESFA funding rules, the University will only procure the service of subcontractors who are registered on the Register of Apprenticeship Training Providers (RoATP), either as a main provider or employer provider to deliver services to employers.

3.3 Successful subcontractors will be issued with a legally binding contract eligible for the period from when the contract commences until the planned completion date of an apprenticeship. The requirements of this policy form part of that contractual agreement. It will be signed and witnessed by the subcontractor and the University. Terms and conditions will be agreed and included in the contract.

3.4 In the instance of the subcontractor being the apprentice employer, the employer must be registered on the RoATP as an employer provider.

3.5 Where the subcontractor is the apprentice employer, payments will be made to cover direct costs only, as required in the ESFA funding rules. Employers subcontracted to deliver part of an apprenticeship must evidence the direct costs of their delivery in order to claim payment.

3.6 All subcontracted delivery is agreed with the apprentices employer prior to commencement of the apprenticeship.

3.7 The details of the subcontracted delivery are listed in the Training Services Agreement and Call Off Schedule, signed by both the University and the employer. Details of the subcontracted delivery (training and assessment), subcontractor fees, and any fees retained by the University for monitoring of the subcontractor arrangement, are provided for each apprenticeship.

4. Quality Assurance

4.1 The quality of apprenticeship subcontracting will be monitored and managed via the University's Quality Management Processes and Academic Framework.

4.2 As per the ESFA rules, the University, Ofsted and the ESFA are granted full permission and rights to monitor the quality of training being provided and are able to visit the subcontractor at their premises, training sites or employers' premises from which they operate as required by the ESFA Funding rules. This will be reflected in the contractual arrangements.

5. Declaration of Use of Sub-contractors

5.1 In line with ESFA and other agency funding rules that apply, the University will publish its policy for apprenticeship subcontracting and actual end of-year subcontracting fees and charges before the start of each academic year.

5.2 In line with ESFA funding rules, the University will submit a subcontractor use declaration to ESFA at least twice each year summarising the value of any subcontracted provision paid for in the previous period.

6. Payment terms

6.1 Payment terms and timings are set out within individual Contracts