

Apprenticeship Subcontracting Policy

REFERENCE	GBP Apprenticeship Subcontracting LD1010
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AUTHORISED BY	James Rosenegk

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1.0 Purpose

In accordance with the ESFA Funding Rules this policy sets out and defines the provisions under which Gobeyond Partners will subcontract ESFA funded apprenticeships. It identifies the core principles that we will take into consideration before entering into a contract with an apprenticeship delivery subcontractor.

2.0 Rationale for subcontracting

Normally, Gobeyond Partners will deliver its apprenticeship programmes in full utilising its existing skills, knowledge and resources. However, where we do not have the appropriate knowledge and/or sufficient resource then elements of apprenticeship delivery may be subcontracted to an approved organisation in line with this policy.

We will apply a set of principles for subcontracting any element of an apprenticeship and these will be used to inform decisions on the appointment of suitable sub-contractors.

All proposals for subcontracting arrangements will need to clearly demonstrate how they will enhance the opportunities for learners through enabling access to specialist staff and / or resources that would otherwise not be available through Gobeyond Partners.

To ensure the quality of apprenticeship subcontractor delivery, and compliance with ESFA requirements, Gobeyond Partners will ensure that:

- All subcontractors are on the Register of Apprenticeship Training Providers
- As a main provider we will maintain a direct relationship with employers
- Any arrangements using subcontractors comply with ESFA funding guidance
- Provision delivered via subcontracting is approved/ monitored via Gobeyond Partners processes and procedures
- Second tier/ serial subcontracting is not used

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3.0 Selecting and approving subcontractors

Gobeyond Partners will apply its existing processes for approving, managing and quality assuring collaborative partnerships and provision when selecting and managing subcontractors for apprenticeship provision. These will be supplemented where regulatory requirements (i.e. related to ESFA rules / Ofsted) necessitate alternative or additional approaches.

Gobeyond Partners will collect and risk assess information about a proposed partner or subcontractor to ensure:

1. The overall rationale for a proposed subcontract fits with relevant policies and strategy
2. The subcontractor has capacity and track record in providing high quality provision including that it is able to quality assure and improve
3. Appropriate legal and financial due diligence checks are satisfied (including that the organisation is a legal person, it is not subject to legal proceedings to dissolve or wind up the company, it is up to date with submission of its statutory accounts and these have been subject to external audit by an independent and qualified auditor) and measures are taken to identify any conflicts of interest
4. There are effective monitoring and performance review procedures to oversee the subcontract
5. There are monitoring triggers and processes to intervene and terminate subcontracts as necessary, including continuity arrangements to transfer or support current apprentices

The roles and responsibilities of both partners are agreed through the approval process; these are then formally recorded within the contract for the partner.

Gobeyond Partners is responsible for ensuring that the apprenticeship provision satisfies the regulatory requirements for subcontracting applicable at the time. As a main training provider we will:

- Agree the use of subcontractors with employers at the start of an apprenticeship
- Carry out due diligence checks on potential delivery subcontractors
- Enter into a written agreement with subcontractors
- Ensure that second-level subcontracting does not take place
- Take responsibility for the quality of all aspects and carry out assurance checks of their subcontractors provision
- Provide delivery sub-contractor declarations in line with ESFA dates and manage any updates if arrangements or circumstances change during the year

4.0 Fees and charges

Gobeyond Partners will provide potential subcontractors with full contractual terms to apply to all sub-contractor payments. Fees and charges will be in line with EFSA apprenticeship rules.

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5.0 Publication of information and communications

Any substantial changes to this policy are subject to review and sign off by the Head of Organisational Excellence and are published on Gobeyond Partners website.

Review

This Policy is subject to annual review to ensure it continues to meet the needs and the requirements of Gobeyond Partners contract with the ESFA.