

SUB-CONTRACTOR APPROVAL PROCESS 18-19

PURPOSE	To minimise the risk within supply chains (subcontractors) ensuring that they offer high-quality provision that is responsive to the needs of local communities, learners and employers.
SCOPE	All subcontractors and their Learners
RESPONSIBILITY	Laraine Moody (Vice Principal Employer Engagement) Marion Crissell (Partner Relationships Manager)

POLICY STATEMENT

West Suffolk College works with subcontractors to broaden existing provision and to meet the needs of local governmental, LEP and WSC strategic priorities. As West Suffolk College remains ultimately responsible for all provision that is delivered by subcontractors, this policy describes the rationale for using particular subcontractors. By outlining the risk management and due diligence process, the College ensures that each Subcontractor is in good financial health and has the capacity and capability to manage a subcontract including delivery, equality & diversity, British values, safeguarding, Prevent plus moral and ethical values.

Risk Management

West Suffolk College will incur costs in order to manage the subcontracting process such as pre-contract due diligence checks, performance management, robust and substantial monitoring in addition to the administration of payments to subcontractors for on-programme learning and achievement of learner programmes. It is not possible to set one fee given the permutations that are possible to meet the needs of both parties and employers. Fees are negotiated based on the proportion of delivery carried out by the partners and WSC who must own the relationship with the employers' in line with the sub-contracting rules 2018-19. Funding will be paid monthly in arrears after 20% has been retained by ESFA for achievement and to include cost of EPA (In Full)

Risk Factor Checklist

- Value and the type of contract
- Industry types and vocational areas
- Health and safety/equality and diversity/safeguarding/PREVENT
- Self-Assessment Reviews
- Financial health
- Supplier staff competence, skills and CPD
- Track record of the supplier and success rates
- Underlying Government policy agenda – alignment with local LEP and Governmental skills policies and WSC priorities, linked or next to sector.

This list is not exhaustive but may also include other factors identified as a result of pre-contract due diligence process.

Since 1 January 2018 due the changes in Sub-contracting rules, all learners remain learners of West Suffolk College. The Sub-contractor and West Suffolk College will share the delivery of the Apprenticeship Standard or Framework. For other services delivered by West Suffolk College, such as the delivery of functional skills and knowledge element, 100% funding would be retained.

The Subcontractor will receive ongoing support and guidance in return for the partnership; typical examples of support include relevant staff CPD training, standardisation of learning and assessment, regular contract and performance review meetings, collaboration at events such as Open Days, NAS Apprenticeship week, Apprenticeship awards evenings plus ongoing support and guidance on funding rules and changes to Government policy.

The College is committed to improving teaching and learning across all subcontracted provision. The subcontractor will be in scope of Ofsted and therefore will be included in the West Suffolk College quality cycle. This involves observations of teaching, learning and assessment, CPD training and an annual self-assessment meeting involving the subcontractor. Following an observation of teaching, learning and assessment, the subcontractor will receive a written report with follow up support and mentoring by the college quality team, as appropriate, according to the outcome.

New Subcontractor Process

1. Initial enquiry from subcontractor or employer
2. Meeting with West Suffolk College with Vice Principal, Partner Relationships Manager and potential Subcontractor to discuss all aspects of provision, expectations and viability.
3. Subcontract application form will be sent out to potential subcontractor for completion. Part of the due diligence process is to hold site visit to review:
 - a. Capability and capacity to deliver
 - b. Examine information provided
 - c. Profiles and Value
 - d. Meet management team
 - e. Conduct health and safety assessment
 - f. Identify strengths, potential risks and development needs, Due diligence matrix completed and score calculated.
 - g. Returned paperwork will be reviewed by relevant team within the college, e,g accounts to be approved by Finance.
4. Submission for approval to Governing Body as high quality and low risk and sign off.
5. Contract and schedule issued

6. Declaration of Subcontractors completed a minimum of twice yearly and uploaded to government website.
7. Delivery of provision commences and quality cycle begins.
8. Manage Performance
9. Annual Audit
10. If time sensitive, template will go to Chair and/or *Resource* committee to approve *and subsequently reported to the Governing Body*.
11. If approved, sub-contractor will be notified..

Existing subcontractor process

1. Partner Relationships Manager sends out Profiling Target spreadsheet to subcontractors to ascertain subcontractor funding and learner number requirements.
2. Vice Principal and Partner Relationships Manager agree subcontractors the College will work with and plan indicative funding allocation and submit for governor's approval
3. Partner Relationships Manager contacts subcontractors and gives indication of funding value for following contract year – subject to due diligence renewal application being fully compliant
4. Due diligence carried out at pre-contract stage to include:
 - a. Success rates and quality compliance in previous year
 - b. Financial health check – including check that statutory accounts are not overdue
 - c. Register of Apprenticeship Training Providers
 - d. Check active on Companies House or Charity Commission
 - e. Check that funding will not lead to the inadvertent funding of extremist organisations
 - f. Health and Safety policy & track record
 - g. Equality and Diversity policy
 - h. Sustainability policy
 - i. Insurance update
 - j. Matrix accreditation (if applicable)
 - k. CVs and contact details of tutors – any new/amended/updated
 - l. Safeguarding, Prevent and DBS certificates of tutors delivering on contract
5. Contract and schedule issued

Payment Terms

Subcontractor's payments are by BACs on the last working day of the month based on actual delivery as determined by the latest Education and Skills Funding Agency ILR upload. Subcontractors will receive a spreadsheet detailing their activity for both student and qualification level detailing the amount of funding received.

