



## Subcontracting Policy 2018/19

This policy statement, which is reviewed annually, details how S&B Automotive Academy (“S&B” or “the academy”) applies funding to all delivery subcontractors, and subsequent activity, supported with funds supplied by the Education and Skills Funding Agency (ESFA).

### Overarching Principle

S&B will use its delivery subcontractors to optimise the impact and effectiveness of its apprenticeship programme delivery to the employer. S&B will therefore ensure that:

- Subcontracted delivery and activities comply with the principles of best practice in the skills sector. In particular, the AELP ‘Best practice guidance for a relationship between a lead provider and subcontractor’ followed by the ESFA’s policy on ‘Using subcontractors in the delivery of apprenticeships’.
- Legal advice will be taken in respect of Public Contracts Regulations 2015
- The academy will at all times undertake fair and transparent procurement activities, conduct robust due diligence procedures on potential subcontractors to ensure the highest quality of learning delivery is made available, demonstrating value for money and a positive impact on learners’ lives.
- The academy agrees a plan for programme delivery with each and every employer. It will involve direct delivery from the academy that is either training and/or on-programme assessment associated with the employer’s programme. The volume of training and/or on-programme assessment will have substance and enrich the apprenticeship and learning journey.
- The funding retained by S&B will be for contract management, support provided to the subcontractor and any learning delivered by S&B. The levels of funding being retained will be clearly documented in both the Service Level Agreement with the subcontractor and the Written Agreement with the employer. Such funding retained will be commercially viable for all parties and will be negotiated and agreed in a fair and transparent manner. They will be proportionate to the actual contract management being undertaken.
- In any issues or disputes that arise between subcontractors and employers, S&B will uphold responsibility in resolving the issues and disputes which include quality. Our Complaints Procedure can be found on our website [www.sandbaa.com](http://www.sandbaa.com) and our first point of contact is

Emily Taylor, [etaylor@sandbaa.com](mailto:etaylor@sandbaa.com), tel 0117 953 3001  
S&B Automotive Academy, Princess Street, Bedminster, Bristol, Bristol BS3 4AG

### 1. Reason for subcontracting

In line with overall strategic objectives of developing enterprise, employability, expertise and economic impact, S&B engages with delivery subcontractors to enhance our quality of learning and delivery through

- Providing learners and employers with access to a wider range or specialist training and learning
- Creating a flexible and tailored apprenticeship programme and provide a one-stop shop for employers
- Helping employers to up skill and progress current staff by providing opportunities outside of S&B’s core offer of training in the Automotive industry

## **2. Contribution to improving the quality of teaching and learning for the Academy and its subcontractors**

The academy works in partnership with delivery subcontractors towards continuous improvement in the quality of teaching and learning. This is achieved through the sharing of effective practice across delivery subcontractors. In line with quality policies, the academy conducts observations and provides constructive feedback to tutors and managers. Each subcontractor is assigned an Account Manager to assist with monitoring and support.

Progress is reviewed at quarterly due diligence and quality meetings and monthly review meetings between the academy and the subcontractor. As part of their contractual requirements, subcontractors participate in the academy's annual Self-Assessment Report to identify areas for further improvement.

## **3. Retained funding (for Education and Support plus Management and Monitoring)**

All delivery subcontractors (new and current) go through a rigorous due diligence process which is conducted prior to the start of a contract, or, if for a contract renewal, prior to the start of a new contract year.

Due diligence checks are evidenced in a check list detailing the questions asked by the academy and the subcontractor's responses alongside supporting documentation. Our fee for providing Education and Support (detailed in section 4) and Managing and Monitoring of the subcontract is 20% per apprentice of the training price agreed with an employer.

## **4. The support subcontractors receive by the academy**

The funding retained for contract management represents the total cost that the academy incurs for managing and monitoring the subcontractor and the education and support provided to the subcontractor. It includes the following:

- Due diligence checks including quarterly and annual reviews
- Regular and substantial programme of quality assurance checks on the training and assessment including visits at short notice and face-to-face interviews with staff and learners
- Checks on existence of learners and eligibility
- Direct observation of initial guidance, assessment delivery of training
- Reviews against delivery profile and employer requirements
- External audit of subcontracted provision to meet Ofsted and ESFA requirements
- ILR Data Input and submission
- Monitoring of learner progress
- Support towards achievement of Matrix Standard (where not already held)
- Support and training with CPD to improve their own quality infrastructure inclusive of observations of teaching and learning staff
- Support and training towards Prevent Duty, Safeguarding, British Values, Equality and Diversity
- New standards delivery support
- Preparation for External Inspection (Ofsted)
- Access to Moodle
- Generic and themed Quality Support and review
- Learner Recruitment via RAA website.

## 5. Payment terms

The agreed payment schedule will be detailed within the Service Level Agreement. The last payment will be used to provide a reconciliation opportunity for both parties. Payments will be based on monthly ESFA reports.

Subject to meeting the terms of the Service Level Agreement, the academy will pay all Invoices within 30 days.

## 6. Published Policy and location

In compliance with Education and Skills Funding Agency funding rules that apply, the academy will publish its Subcontracting Fees and Charges (for each Academic year) on its website before the start of each academic year and actual end-of-year subcontracting funding as required by the ESFA.

This will only relate to 'provision subcontracting' i.e. subcontracted delivery of full programmes or frameworks. It will not include the delivery of parts of programmes or parts of an apprenticeship framework (defined as delivery of service).

It will include:

- Subcontractor name and UKPRN
- Delivery start and end dates
- Type of provision
- Funding provided by the funding body
- Proportion/breakdown of funding to provider and to the subcontractor.

The academy, in line with funding rules, will also declare our fees and charges to the ESFA upon request and update our Skills Funding Service account with current and up to date information about our subcontractors and funding paid to them.

## 7. Change of delivery subcontractor arrangements

If any of S&B's delivery subcontractors undergo a change of circumstances that affect their ability to continue to deliver under a subcontract with S&B, including liquidation, administration, key delivery staff leaving the organisation, or removal from the register of apprenticeship training providers, S&B will make alternative arrangements for each apprentice affected.

S&B will seek to contract with another provider that is suitable and whose quality of delivery is demonstrably adequate to continue delivering the apprenticeship programme to the affected apprentices.

S&B will endeavour to keep any disruption to the apprenticeship programme and the apprentices learning at a minimum and will keep the employer informed at each stage of the delivery subcontractor procurement.

When a new delivery subcontractor has been found, they will only be contracted by S&B with the agreement of the employer and a revised written agreement will be implemented.

**Review frequency** – annually or where an update is required in line with ESFA funding rules

**Review date** – April 2019

**Approved by Board of Directors** – date 27/07/2018

**Approved by Accounting Officer** – date 27/07/2018