

December 2022

Rationale for Subcontracting

Central will only work with Sub-Contractors who demonstrate they can deliver high quality provision that meet the needs of the learner, the employer, the community and the ESFA priorities.

By working with well-established and experienced subcontractors, we are able to increase the opportunities available for our learners and employers. We can provide niche and expert provision with access to apprenticeships and other learning programmes. This includes providing access to college training facilities for off the job training.

Subcontracting enables Central Training to delivery its key priorities to:

- Widen participation where there is reduced choice of programmes in local areas
- Support national employers who have staff in different geographical areas
- Provide learners with the best possible level of teaching, assessment, information, advice and guidance to enable them to progress well and achieve their learning goals through strong leadership and management throughout the partnerships
- Network and support other colleges
- Share good practice

However, due to the ESFA's new reforms on subcontracting, Central Training is reducing its sub contracting volume to be within the permitted level as directed by 2022/23.

Policy Statement

It is Central Training's policy to undertake a thorough due diligence process which includes a financial, health, safety and safeguarding assessment for proposed sub-contractors, from which sub-contractors are chosen fairly. Sub-contractors must demonstrate they have sufficient capacity, capability, quality and business standing to deliver the provision that is being sub contracted.

Existing sub contractors have their standing appraised each year to ensure they still meet our expected standard.

Central will sub contract the delivery of learner programmes, and our management fee ranges between 15% - 25% dependant on size of allocation and quality of provision. Central reserves the right to charge for a range of administration and support services.

There are clear invoicing procedures in place and sub contracting partners are paid within 30 days from the closure of the claim.

The intentions of CTG are clear and transparent. We aim for value for money, minimum bureaucracy and the mutual sharing of good practice.

Services provided to sub contractor

Team Activity

Senior Management Team

- Weekly meeting with the Head of the Sub Contracting Management Team
- Agreement of contract allocations and contract variations
- Meetings with sub contracting partners as necessary
- Attendance at the monthly Sub Contracting Management Team meetings
- Attendance at end of year quality meetings
- Advise on matters of Safeguarding, Health and Safety and learner welfare
- Monthly management and review of learner progress tracking

Sub Contractor Management Team

- Contract preparation, insurance and monitoring
- Facilitation of the quarterly sub contracting partners meetings to agree delivery, processes and other key operational issues
- Face to face review with every sub contracting partner to monitor performance (finance and delivery), audits, quality H&S, E&D, Safeguarding, marketing, make recommendations, agree actions and produce action plans (where appropriate) for follow up
- Identify new training opportunities

Data / Admin Team

- Enter all starts
- Generate ILR's
- Run LIS
- Run PDSATs
- Cleanse data
- Audit of GLH and entitlements claimed

This is used to generate a report for each learner, including the following information for each learner and learning aim:

- Funding value
- GLH
- Entitlement claim
- Personal information

Partners are then able to verify and correct information

- Enrolment audit
- Electronic and paper record maintenance
- Monthly success, retention and achievement reports
- Change in circumstances
- Change in qualification
- Update LIS files and produce individual PFR's for each sub contracting partner
- Produce monthly financial claims

- Produce monthly completed/outstanding review reports

Further to the above there are a range of additional support functions not limited to but including the following:

- EPA booking and claims
- Ad hoc reporting
- Registrations & certification

Audit Team

- Audit partner files both on and off site
- Learner existence checks
- Complete Health and Safety site visits and audit of learner and company H&S files
- Produce audit reports

External Audits

- In addition to the above we also commission annual partner external audits

Quality Team

- Attendance at the Sub Contracting Management Team meetings
- Face to face review with every sub contracting partner to monitor performance (finance and delivery), audits, quality H&S, E&D, Safeguarding, marketing, make recommendations, agree actions and produce action plans (where appropriate) for follow up.
- Log all learning observations
- Conduct dual observations
- Conduct staff training where appropriate
- Mutual sharing of good practice

The Board of Directors

This document is reviewed annually.

Related Documents:

Guidance Notes for Sub-Contractors

CTG Partner Handbook