

### Policy & Guidance Notes for Sub-Contractors 2024-2025

#### MISSION STATEMENT

Central Training is an innovative and high quality-learning provider, committed to the continued improvements of learners and employee skills. We aim to:

- 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
- Ensure that all learners and employees improve their English and Math through rigorous training and curriculum development
- Responding to employer skills gaps and Government targets by offering a curriculum that meets the needs of industry and learners.
- To review the service that we provide to our learners and employers by continually encouraging an open and self-critical environment
- Encourage creativity and innovation from staff
- Promote lifelong learning with learners, staff, and employers

#### OUR VISION

We aim to be recognised as one of the leading Learning Providers in the UK for youth and adult education programmes by delivering a 'Good' service to our learners and employers and striving to continually improve our learners' progress and successes.

#### 'BREAK THE BARRIERS – LIVE THE DREAM'

#### OUR VALUES

##### Teamwork

Support, listen and respect one another, whilst working together towards achieving company objectives and by making Central a fun and enjoyable place to work.

##### Safeguarding

Ensure that the health, safety and well-being of our learners and staff is at the heart of the company.

##### British Values

Rigorously promote and encourage learner and staff awareness of British Values, avoiding radicalisation of any kind and ensure an in-depth awareness of their rights relating to Equality and Opportunity.

##### Customer satisfaction

Uphold the highest integrity with openness and honesty at all times, by doing what we say we will, without compromising on quality whilst meeting customers' needs.

##### Business success

Employees that use initiative take ownership for the company, its customers, and colleagues, have the passion, and drive to achieve effective results.

##### Personal development

We value learning and take responsibility to gain the required development in meeting our learners' needs. Therefore, personal development, feedback, coaching, and mentoring are core principles at Central.

## Policy Statement

It is Central Training Group (CTG) policy to work with Sub-Contractors who demonstrate they deliver high quality provision that meets the needs of the learner, the employer, the community and the ESFA priorities.

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

CTG undertake a due diligence process which includes a health, safety, and safeguarding assessment for proposed sub-contractors, from which sub-contractors are chosen fairly. Subcontractors must demonstrate they have sufficient capacity, capability, quality, and business standing to deliver the provision that is being subcontracted.

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

The intentions of CTG are clear and transparent, partners are encouraged to retain their own identity and, wherever possible, grow the provision. We aim for value for money, minimum bureaucracy, and the mutual sharing of good practice.

## Services provided to subcontractor

TEAM	ACTIVITY
<b>Senior Management Team</b>	<ul style="list-style-type: none"><li>• Weekly meeting with the Head of the Subcontracting Management Team</li><li>• Agreement of contract allocations and contract variations</li><li>• Meetings with sub-contracting partners as necessary</li><li>• Attendance at the monthly Subcontracting Management Team meetings</li><li>• Attendance at end of year quality meetings</li><li>• Advise on matters of Safeguarding, Health, and Safety</li></ul>
<b>Subcontractor Management Team</b>	<ul style="list-style-type: none"><li>• Contract preparation, insurance and monitoring.</li><li>• Facilitation of the quarterly sub-contracting partners meetings to agree delivery, processes and other key operational issues</li><li>• Face to face review with every sub-contracting partner to monitor performance (finance and delivery), audits, quality H&amp;S, E&amp;D, Safeguarding, marketing, make recommendations, agree actions and produce action plans (where appropriate) for follow up</li><li>• Identify new training opportunities</li></ul>
<b>Data / Admin Team</b>	<ul style="list-style-type: none"><li>• Enter all starts</li><li>• Generate ILR's</li><li>• Run LIS</li><li>• Run DSATs</li><li>• Cleanse data</li><li>• Audit of GLH and entitlements claimed</li></ul> <p>This is used to generate a report for each learner, including the following information for each learner and learning aim:</p>

	<ul style="list-style-type: none"> <li>• Funding value</li> <li>• GLH</li> <li>• Entitlement claim</li> <li>• Personal information</li> </ul> <p>Partners are then able to verify and correct information</p> <ul style="list-style-type: none"> <li>• Enrolment audit</li> <li>• Electronic and paper record maintenance</li> <li>• Monthly success, retention, and achievement reports</li> <li>• Change in circumstances</li> <li>• Change in qualification</li> <li>• Update LIS files and produce individual PFR's for each sub-contracting partner</li> <li>• Produce monthly financial claims</li> <li>• Produce monthly completed/outstanding review reports</li> </ul> <p>Further to the above there are a range of additional support functions not limited to but including the following:</p> <ul style="list-style-type: none"> <li>• Awarding body claims</li> <li>• Ad hoc reporting</li> <li>• Registrations &amp; certification</li> </ul>
<b>Audit Team</b>	<ul style="list-style-type: none"> <li>• Audit partner files both on and off site</li> <li>• Complete Health and Safety site visits and audit of learner and company H&amp;S files</li> <li>• Produce audit reports</li> </ul>
<b>External Audits</b>	In addition to the above we also commission annual partner external audits.
<b>Quality Team</b>	<ul style="list-style-type: none"> <li>• Attendance at the Subcontracting Management Team meetings</li> <li>• Face to face review with every subcontracting partner to monitor performance (finance and delivery), audits, quality H&amp;S, E&amp;D, Safeguarding, marketing, make recommendations, agree actions, and produce action plans (where appropriate) for follow up.</li> <li>• Log all learning observations</li> <li>• Conduct dual observations</li> <li>• Conduct staff training where appropriate</li> <li>• Mutual sharing of good practice</li> </ul>