



Achieve Training Subcontracting Policy Annex 1: Sub Contracting Rational:

Study Programmes:

Achieve Training was established in 1982 by the Canavan Family with the aim to support young people from deprived areas of Stoke-on-Trent, Newcastle-under-Lyme and Staffordshire to gain training, valuable work experience and access to a variety of Training and Apprenticeship Opportunities. The Canavan family were aware that many young people have chaotic lifestyles and multiple barriers to remaining in education, gaining qualifications and gaining employment to enable them to support themselves and be a valuable asset to their communities.

Achieve Training was set up in response to this need, and we still reflect this ethos and utilise our 39 years of experience to provide practical support, helping young people to develop life skills, increase their confidence as well as vocational training, encouraging young people to unlock their true potential and progress into employment.

Stoke-on-Trent was awarded opportunity area status in 2017 being identified as a social mobility 'cold spot' where disadvantaged pupils were falling behind, Ranked 298th out of 324 districts in the 2016 Social Mobility Index, with children in over half of all wards across the city failing to meet national averages at all three stages of education and nearly half of all learners in secondary education (47.5%) were in schools judged by Ofsted to be less than good.

Our Study Programmes have been designed to engage young people in learning, through a variety of mediums including sport, performing arts, construction, engineering and office-based activities. This provides a variety of pathways that will provide support to enable learners to develop life skills, gain a qualification and convert this into employment. We have identified sub-contractors with the same ethos and the skills and ability to support learners from the most deprived backgrounds to enable them to reach their potential and become valued members of their communities.

Due Diligence

All sub-contractors go through a process of Due Diligence prior to starting with any of Achieve Training Learners and are regularly monitored to ensure that the standard of teaching and learning is good.

Achieve Training carry out a scored matrix for due diligence with each sub-contractor, this approach requires applicants to apply and submit evidence and data which is scored and evaluated on an annual basis. Ongoing due diligence is conducted through performance management reviews.

Financial health assessment of all subcontractors is undertaken to mitigate risk. We scrutinise each of the policies required to ensure that they are in force and underpin the quality of delivery required.

Each subcontractor is required to comply with the ESFA rules that are stated in their contract with Achieve Training.

All Subcontractors are required to be registered on the appropriate route on the Register of Apprenticeship Training Providers (RoATP).



Eliteform:

Eliteform provide a unique sporting education programme in partnership with both the Northern and Southern Premier League Teams. The study programme gives learners the opportunity to study for a BTEC in Sport Level 3 (Diploma and Extended Diploma available) and train with an UEFA qualified coach in the afternoons three days a week whilst also representing their local SLFA/NPL club.

We began working with Eliteform in 2015, initially with five teams within a 50 mile travel distance from Achieve Training, with two of these teams taught directly by ourselves. However, Eliteform have been successful in developing programmes further afield and our sub-contracted provision has expanded alongside this.

Newcastle Town Football Club.

Newcastle Town are a local team based in the heart of Newcastle under Lymne and attracts learners from North Staffordshire and Stoke on Trent who want to develop a career in sports. They provide a purpose-built 20-acre football facilities with onsite classroom and gym, and provide excellent progression routes.

The Education programme is led by their Director of Football, Robin Van de Laan, a Dutch professional footballer with experience that includes being a player for local team Port Vale, Derby County, Wolverhampton Wanderers and Derby County. Providing an excellent understanding of the world of football and work on the field and behind the scenes, enabling students to get a rounded study programme to support their progression pathway.

Jill Clewes Academy of Performing Arts

Established over 50 years ago, the Jill Clewes Academy for Theatre Arts offers a BTEC L3 in Performing Arts, providing training in all aspects of dance, drama, singing and musical theatre for children and adults across Newcastle, Stoke on Trent and North Staffordshire.

Apprenticeships:

Our Apprenticeship programmes can be split into two main areas, those that have been identified as priorities by the LEP through the Local Economic and Education Plans, and those that have been identified by our Apprenticeship Levy Employers as requirements to support their business models.

We work within the Stoke and Staffordshire Local Enterprise Partnership (LEP) area, which provides the main economic and education & skills frameworks and will be sets out its strategic and funding objectives in its Local Industrial Strategy (LIS). Our Group Chief Executive is a member of the LEP Board and we are represented on the Education and Skills group, ensuring that we work in partnership with local stakeholders to deliver the changes needed in the skills sector to support future economic development.

The LEP have identified the following key priorities for the area to support Economic development:

- advanced manufacturing,
- the digital economy,
- the visitor economy,
- business & professional services,
- modern construction,
- and creative industries



In addition, the LEP have also recognised that poor employability skills were often identified by local businesses as a major factor in not being able to employ someone. This includes the softer skills such as communication, attitude, behaviours, motivation and team working.

To support these priorities Achieve Training has taken the needs of the LEP, the local economy and local businesses in our curriculum development, embedding employability and digital skills in all our programmes. We have developed and continue to develop new study programmes and add standards to our service offer in response to these identified needs.

Where we have not been able to provide direct training for specific Apprenticeship Standards we have identified quality sub-contractors to ensure the needs of the LEP and our Employers are met.

Involvement with our sub-contracted learners:

Students are made aware at induction that they are a Achieve Training learner and for our apprenticeships programme we sign up all learners and complete the commitment statement with the learner and employer.

We complete telephone feedback and monitoring calls throughout the year with all learners. We provide a range of well-being support including:

- Counselling sessions on a one to one or group basis, which has proven invaluable throughout the pandemic with the additional strains on mental health, family life, furloughing and uncertainty about job security.
- Wellbeing and Careers Support referrals from subcontractors
- Provision of well-being resources
- Maths and English support and delivery where required.

For all programmes, we will provide face to face and online sessions to provide employability/acceptable behaviour skills, to include:

- Interpersonal skills
- Customer Service Skills
- Interview Skills
- Right First-time ethic

And for Apprentices we will provide specific sessions to help them prepare for the behavioural elements of their End Point Assessment.



We currently have learners with the following sub-contractors, in the identified Apprenticeships and charge the indicated management for services outlined in the main policy:

Sub Contractor	Management Fee	Apprenticeship Sector and Title:	Level
E.Quality Training	15%	Hairdressing:	
		Hair Professional	L2
		Care Services:	
		Children, Young People and Families Practitioner	L4
		Children, Young People and Families Manager	L5
		Education and Childcare:	
		Early Years Educator	L3
Intequal	15%	Digital:	
		Digital Marketer	L3
		Data Analyst	L4
Martec Training	15%	Automotive Engineering:	
		Autocare Technician	L2
		Vehicle Body and Paint	L2
		Vehicle Maintenance and Repair	L3
		Motor Vehicle Service and Maintenance Technician (light vehicle)	L3
NSEG	15%	Engineering Manufacturing:	
		Lean Manufacturing	L2
		Fabrication and Welding	L3
		Mechanical Manufacturing Engineering	L3
		Engineering Technical Support	L3
		Electrical and Electronic Engineering	L3
		Automotive	L3
Peach Orator	15%	Education and Childcare:	
		Learning Mentor	L3
PTP	20%	Business and Management:	
		Associate Project Manager	L4
Stepping Stones	15%	Hairdressing:	
		Hairdressing	L3
		Business and Management:	
		Team Leader and Supervisor	L3
University of Wolverhampton	15%	Construction:	
		Chartered Surveyor	L6

Sub Contractor Policy Annex 2: Management Fee and payments 2020/21 Academic Year

Sub contractor	Subcon Declaration amount £	% Split
E.Quality Training	£5,610.00	85.00%
Stepping Stones	£2,686.00	85.00%
The IT Skills Management Company (Guard Business Solutions)	£6,295.00	85.00%
University of Wolverhampton	£7,668.00	85.00%
Leek College	£3,861.55	85.00%
Performance Through People	£1,020.00	80.00%
Marson Garages	£50,103.00	85.00%
Jill Clewes Academy	£72,040.00	85.00%
Eliteform	£698,700.00	85.00%
Newcastle Town	£76,422.00	85.00%
NSEG	£291,303.00	85.00%