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| Policy title: | Sub-Contracting | | |
| Scope: | PM Training | | |
| Policy owner & job title: | Lynn Drinkald Director of Quality, Compliance and Funding | | |
| Approver: | PM Executive Team | | |
| Date: | 01/08/2020 | Review Due Date: | 31/07/2021 |

POLICY SUMMARY

This policy sets out how PM Training comply with the ESFA rules in respect of subcontracted provision. PM Training is committed to delivering a wide range of high-quality learning opportunities to young people and adults. To meet this aspiration PM Training has partnered subcontracted provision and joint delivery arrangements with a number of training organisations.

These arrangements have been entered into to ensure that:

- PM Training can offer as broad a range of choice and opportunity as possible, whilst still supporting its core direct delivery
- All learners receive the highest possible standards of teaching and learning
- PM Training supports its partners and subcontractors in raising their standards of delivery and quality of teaching and learning
- PM Training supports its partners and local employers to offer a wider range of choice and opportunity
- Demand is driven by employers and local area business need; particularly in response to COVID 19 and the changes to working practices

Associated Policies & Procedures: none

1. POLICY STATEMENT

PM Training will continue, on an on-going basis to improve the quality of any subcontracted arrangements which is evidenced by:

- pre-contract activity which assesses the capability, capacity and readiness of our partners and subcontractors to deliver the proposed programmes of learning;
- contract reviews which are undertaken on a regular basis, dependant on risk, which encompass the quality of provision delivered, learner progress, teaching and learning and contract performance to ensure continual professional development
- advising on the quality of provision and ways to improve working between PM Training and our partners.

- Closely monitoring performance and compliance with ESFA funding rules

2. SUPPLY CHAIN FEES AND CHARGES POLICY

we build / we train / we support : we are aspire

PM Training's supply-chain fees for subcontracting vary dependent upon the level of support required by our partners. These fees are reviewed regularly and are adjusted as to ensure appropriate use of public funds.

PM Training typically retain between 10% and 20% of the ESFA funding it receives against each learner, this is applied equally to both on programme and outcome payments. The percentage level of the sum retained is dependent on the following factors:

- the services being provided to our partners and PM Training;
- the vocational routes contracted for and the levels of risk associated with those routes;
- the additional support that the subcontractor may need to raise quality of teaching and learning as well as overall standards, evidenced by;
 - Joint CPD events
 - One to one coaching and mentoring
 - Frequency of contract monitoring
 - Outcomes of such monitoring and support provided
 - The existing level of experience that our partners hold prior to subcontracting with PM Training

Subcontractors will receive support from PM Training to deliver services to clients; typically this will involve:

- regular contract monitoring visits, frequency based on risk assessment according to the performance of the subcontractor;
- Experienced staff as a point of call and support to enable the subcontractor to contact PM Training for any questions and queries relating to their provision, funding arrangements and quality improvement;
- Invitations to PM Training support activities in such areas as Safeguarding, health, safety, Prevent, British values, as well as learner well-being.
- Performance assessment of activities such as teaching, learning & assessment.

In addition to the direct support, PM Training provides a broad range of management information and performance reports to support the effective and timely delivery to learners and to monitor performance against agreed targets in line with ESFA data performance monitoring.

Learners will be informed that their training is being delivered in partnership with PM Training.

3. FINANCIAL HEALTH ASSESSMENT OF THE PROVIDER

PM Training undertakes a financial health assessment of all subcontractors to mitigate the risk in terms of capacity and capability to deliver.

Before provision is agreed, due diligence and scrutiny of policies is undertaken to obtain

sufficient information to satisfy PM Training that the subcontractor has the potential to deliver high quality services to PM Training's learners.

As set out in the contract all sub-contractors are expected to comply with the contractual conditions and those set out within the ESFA funding rules at the time.

Sub contracted providers are required to confirm and register to be providers through the Register of Apprenticeship Training Providers (RoATP) and Register of Training Providers (ROTO) as appropriate.

It is the responsibility of the sub-contractor to advise of any material change to its circumstances in terms of financial status, OFSTED grade, awarding body sanction etc, which would revise the outcome of the initial and ongoing annual due diligence assessment.

If the subcontracted partner does not meet the performance standards set out in the contract, PM Training reserves the right to trigger the penalty clauses included in the contract and take actions as necessary with the provider to ensure performance improves and learners are fully supported. If improvements are not forthcoming it is the responsibility of PM Training transfer the learners to alternative provision, whether that be in-house or to an appropriate partner organisation. And terminate the contract.

4. REPORTING SUBCONTRACTING ARRANGEMENTS

PM Training will, as required by the ESFA in its funding conditions, declare the amount of subcontracted provision undertaken as well as a declaration of the individual providers, with whom PM Training hold a delivery partnership subcontract with.

PM Training will maintain a contract with the respective subcontractor and delivery partner in line with the requirements of the ESFA

In line with ESFA requirements, PM Training will obtain independent assurance of its continuing compliance with ESFA subcontracting rules by way of annual audit assessment. A copy of the certificate, report and any actions required will be shared with the ESFA on a yearly basis to coincide with the start of each ESFA contract year.

5. PAYMENT TERMS BETWEEN PM TRAINING AND THE SUBCONTRACTOR

PM Training sets out clearly defined monthly targets to each individual partner. The payment terms and evidence requirements are detailed within the appropriate subcontractor's contract.

Payment processes are compliant with ESFA contractual requirements, and are made available on a monthly basis. This is providing that our partner has submitted the appropriate evidence, ensuring that it is an accurate data set of activity and meets the needs of the learner and PM Training.

PM Training provides a monthly claim summary to our partners which sets out the payments for the month and details any amounts withheld typically where further evidence is required.

Once PM Training is satisfied with the quality of the subcontractor's provision for the month, the payment will be made to the subcontractor. Payment is typically made within 30 days of PM Training receiving their monthly payment from the ESFA where all contractual processes are complied with.

6. PUBLISHING OF THE SUBCONTRACTING POLICY

The Policy will be published on the PM Training website as well as being forwarded to all appropriate subcontractors and made available as required to funders and partners.

Equality & Diversity:

This policy has been considered against our Equality and Diversity Policy and no additional provisions are required.

7. RESPONSIBILITIES OF PM TRAINING

To ensure the effective application of this policy in respect of subcontracted and partnered provision to ensure that the policy and its application are compliant with ESFA funding rules.

To ensure that the delivery of high-quality teaching, learning and training is provided to learners and adequate safeguards are in place in respect of health, safety, safeguarding and well-being.

8. RESPONSIBILITY OF THE SUBCONTRACTOR

To comply with this policy and the requirements of the contract and ESFA funding rules.

To co-operate with and respond to all reasonable requests for information and assistance required by PM Training to ensure this policy can be implemented effectively.

To meet the requirements of the OFSTED education inspection framework, retain MATRIX or equivalent quality kite mark accreditation and any other conditions required as part of the funding agreement.

To comply with awarding organisation requirements.

To provide regular updates on performance and data to evidence and support learners in line with ESFA data reporting requirements.

To provide access to PM Training colleagues to help ensure that provision continues to meet quality and compliance requirements.

To advise PM Training of any issues in undertaking the duties set out in the contract or material changes in its status as a training provider.

To deliver teaching, learning and training services to the highest possible quality in line with this policy and to ensure that health, safety and safeguarding arrangements are fit for purpose to protect learners.

9. OUR SUBCONTRACTOR AND DELIVERY PARTNERSHIPS FOR 2020/21

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| NSEGTA | REBUS |
| NORTHERN PREMIER LEAGUE | NEWCASTLE TOWN FC |
| ACADEMY FOR THE PERFORMING ARTS | |