

**POLICY STATEMENT**

**TITLE:**

**Subcontracting Policy**

**INTRODUCTION/  
OVERVIEW:**

**Policy Aim**

This Policy sets out the College's Policy in regard to the reasons for subcontracting and the process by which suitable subcontractors are selected and engaged.

**POLICY  
STATEMENT:**

**General Principles for subcontracting**

The College will only seek subcontractors where there is a specific need or strategic objective that can be advanced through subcontracting. For example this may be to access a particular capability that is not otherwise available to the College, to access a new market, to be more responsive to student and employer needs or to help a partner provider fulfil a need that is a priority for the College or locality. Subcontracting is often a way for the College to develop its own provision and develop its own capacity and capability.

Subcontracting may also be considered to help local partners deliver key specialist provision

Where the College does engage subcontractors it will look to build a lasting relationship and if possible and appropriate, continue with established partners year on year.

The College will not seek subcontractors purely to help it meet funding obligations.

**Funding Streams**

**16-18 Budget**

All 16-18 year old students should be in Full Time Education so subcontracting for Part Time 16-18 year olds is unlikely to be appropriate and run the risk of double funding. Due to the complexities of delivering the Study Programme and the requisite monitoring of subcontractors; subcontracting of 16-18 provision is unlikely to be appropriate. Certainly subcontracting at a distance (which is discouraged by the ESFA) is unlikely to be appropriate

**Adult Budget**

The College is and has been involved in subcontracting of the Adult budget to meet specific requirements and/ or needs.

**Apprenticeships**

The College is and has been involved in subcontracting of the Apprenticeship funding to meet specific requirements and/ or needs.

**ESF**

Due to the reporting and regulations surrounding ESF funding it is unlikely that the subcontracting of ESF funded provision will be appropriate

**Board Approval**

All new subcontracts will be approved by the Board of Governors; subcontracts that are renewed annually will also be approved by the Board.

**Selection of Subcontractors**

Where a specific requirement of the College that can be met by subcontracting is identified and it is decided that subcontracting is the best mechanism for meeting this need, there will be a search conducted to identify suitable suppliers who

- meet the College's specific needs,
- deliver high quality provision (preferably as measured by Ofsted),
- have a proven track record in successful subcontracting
- are financially stable

Once a pool of suitable providers has been established, providers will be interviewed and scored against a matrix of requirements designed to deliver the best subcontracting outcomes. The selection process will be carried out in a transparent manner. The scoring matrix will be disclosed to applicants in advance to allow them to make their best application and the results of their scores will also be disclosed to the applicants



There may be occasions where providers approach the College seeking funding for their activity. This may be considered where the provision is deemed to be a local, regional or national priority.

There may be occasions where Levy paying employers approach the College to help with Apprenticeship training that will utilise their levy fund. This will also be considered.

The College's subcontracting policy and procedures, including costs to be levied will be fully discussed before a contract is signed; the contract with a subcontractor will be agreed and signed before any delivery takes place.

Subcontractors will participate in the normal College Curriculum Monitoring Reviews (5 times per year – excluding Apprenticeships) to review the delivery of the provision, to ensure and improve the quality of teaching and learning and the support required (and associated costs).

**Regulations**  
The College will comply with its own financial rules, UK and European procurement legislation (which will be reviewed when the UK leaves the EU)

**Due Diligence**  
The College will undertake a rigorous Due Diligence process before contracting with any sub-contractor.

**Fees and Payments**  
The College Standard Fee is 20% which is applied to the actual funding earned by students on the programme being delivered as part of the sub-contract contract. Subcontract fees can be increased if additional support is required.

**QUALITY STATEMENTS:**

**Subcontractor Support**  
The College is committed to continuous improvement, both in our own direct provision and also in subcontracted provision. Subcontract fees are used by The College to support subcontractors to develop and deliver high quality provision that meet the needs of students and employers. The contract will outline the roles and responsibilities of all parties

**LINKED POLICIES/ PROCEDURES:**

Supply Chain Fees and Charges Policy Financial Regulations	
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**MONITORING PROCEDURE:**

Deputy Principal Finance & Corporate Affairs  
Deputy Principal

**DATE FOR REVIEW AND NEXT DIVERSITY IMPACT ASSESSMENT:**

**Review and Publishing**  
The College will review this policy annually, the next review is due for completion by the end of July 2019.

**RESPONSIBILITY: Overall (Directorate/Dept): Implementation:**

Finance

<b>APPROVED BY EMT:</b> (Principal to sign)	<b>Pat Brennan-Barrett</b>	<b>(Signature)</b>
	<b>Principal</b>	<b>(Position)</b>
	<b>May 2020</b>	<b>(Date)</b>
<b>Review</b>	<b>July 2021</b>	<b>(Review)</b>
<b>Approved by Board</b>	<b>June 2020</b>	

