

## 17-1 SUB CONTRACTOR MANAGEMENT POLICY

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### ***Pre-Contract***

WS Training is the principal contract holder (hereafter referred to as The Prime) for a number of sub-contractors delivering apprenticeships and workplace learning through the Education Skills Funding Agency.

Before entering in to a sub-contracting arrangement, WS Training considers the provision required under their annual Business Plan which cannot be met within their own resources and also any additional provision that meets the Company, local and national priorities which could be met through sub-contracting. This sub-contracting may arise from an invitation to a specific sub-contractor or as a result of an approach made directly or indirectly to WS Training.

### ***The Business Plan***

When developing the Business Plan, the following considerations are undertaken;

**Rationale for sub-contracting provision**, this will include existing delivery and capacity, breadth of provision, geography, specialism, financial risk etc

WS Training as The Prime has opted to sub-contract for a range of reasons as follows;

- To enable a sub-contractor to deliver in a niche sector which complements WS Training's existing portfolio where they do not have the skills or capacity to deliver themselves, examples of this are accountancy and logistics.
- Capacity building existing delivery by the use of sub-contractors to cover a larger geographical area.
- To enable local employers to offer a specialist framework to their employees using their own staff with significant support from WS Training where necessary.

## ***The Selection Process***

The Prime will follow a Due Diligence process to ensure suitability and capability to deliver the intended provision. WS Training will follow the Guidance set out in the LSIS Supply Chain Management publication and adhere to the Common Accord. A pre-requisite for the inclusion in the process is that from 1 August 2019 all sub-contractors must be registered on The Register of Training Organisations.

It is recognised that the Prime has ultimate responsibility for all aspects of the provision it is contracted to deliver including sub-contracting and it is understood that the Register alone is insufficient in accepting a sub-contractor and that financial health along with the responses in the vendor questionnaire are considered

Each potential sub-contractor will be evaluated against the Due Diligence Guidance criteria and the final decision will rest with the CEO of WS Training Ltd.

## ***Issuing of contract***

Contracts will be issued prior to the commencement of the contract start on 1 August annually or at a date mutually agreed within a Contract year. The contract will include a Service Level Agreement outlining the following actions;

### Monitoring, Evaluating and Reviewing the contract

- Submission of data, ensuring data is submitted in a timely fashion with minimal errors
- Performance monitoring of success rates and learner numbers against profiles, retention
- Contract Review Meetings and producing associated action plans for follow up
- Monitoring teaching qualifications
- Monitoring health and safety qualifications

### Quality Improvement

- Financial audits
- Health and Safety audits
- Monitor use of Apprenticeship Vacancy service
- Identify any trends in complaints received
- Ensure adherence to Equality and Diversity, Safeguarding & PREVENT standards

### Sharing Good Practice & Peer Review

- Opportunities to share good practices i.e. for PICS software, Quality processes etc
- As part of the ongoing work with sub-contractors a common set of Learner paperwork has been developed in collaboration with some of the sub-contractors. Additionally, standardised learner and employer surveys have been produced to provide a consistent outline that can feed into the Self Assessment Report. The Self Assessment Report has been structured to include a section on Sub-contracted provision
- Observations

| WS TRAINING SUBCONTRACTING POLICY                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reason for subcontracting                                                  | <p>WS Training use subcontractors for a range of reasons. In some circumstances it is to build capacity or to engage with new markets. Other reasons may be to support delivery of niche provision or to offer programmes to learners where they would otherwise have limited options.</p> <p>Consideration is also given to the needs of the local community in terms of business and education priorities.</p>                                                                                                                                              |
| Contribution to improving our quality of teaching, learning and assessment | <p>Subcontracting provision allows WS Training to offer learners the most suitable programme using specialist providers, geographically more appropriate providers, support employers who have access to specifically trained and qualified staff so that the quality of provision is of the highest standard. Regular monitoring of provision delivered by subcontractors will focus on the quality of teaching learning and assessment and any areas identified which require improvement will be given due attention through relevant action planning.</p> |

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|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>A. Typical range of fees retained<br/>B. How are fees calculated</p>                  | <p>A. 10-20%<br/>B. WS Training will use a range of factors to determine the exact level of fee set. This will include the amount of staff time required to monitor and administer the provision, facilities and resources provided by WS Training, amount of marketing support, level of experience within the subcontractor on training delivery, historical performance demonstrated in terms of quantity and quality of delivery and geographical location.</p>                                                                 |
| <p>Support available to subcontractors</p>                                               | <p>Support available includes (but is not limited to):</p> <ul style="list-style-type: none"> <li>• Employer engagement Activity</li> <li>• Assistance with monthly activity returns</li> <li>• Assistance with quality and health and safety issues.</li> <li>• Development of comprehensive paperwork</li> <li>• Assistance with Awarding Organisation requirements including inclusion on WS Training accreditation list, certification and registration</li> </ul> <p>Preferential rates for WS Training commercial courses</p> |
| <p>Reasons for differences between fees charged</p>                                      | <p>This will depend on the level of involvement in terms of WS Training staff and resources, level of maturity of the subcontractor in delivery experience and geographical location.</p>                                                                                                                                                                                                                                                                                                                                           |
| <p>Payment terms for delivery of provision</p>                                           | <p>Payment will be based on the income received from Education Skills Funding Agency for each learner each month as shown on the Data Service PFR. Payment will be by BACS transfer within 30 days of receipt of monies from the ESFA.</p>                                                                                                                                                                                                                                                                                          |
| <p>How is Subcontracting Policy communicated to current and potential subcontractors</p> | <p>This policy is published on our website and will be made available to any potential subcontractors after an enquiry has been received. It will be included in the formal agreement between WS Training and any new subcontractor and issued annually to all existing/continuing subcontractors.</p>                                                                                                                                                                                                                              |
| <p>Timing for Policy Review</p>                                                          | <p>Annually</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p>Where the Policy is published</p>                                                     | <p><a href="http://www.wstraining.co.uk">www.wstraining.co.uk</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

