

# Subcontracting Policy



Policy Date: May 2024

## Reviews

Date	Key changes (if any)	Next review

Community Matters is a main provider of apprenticeships. As a training provider on RoATP (Register of Apprenticeship Training Providers), we use our expertise and up to date insight on workforce issues in the sectors we are active in to deliver apprenticeships.

We have strong networks with the health and care sectors, as well as local authorities, community sector organisations and small and medium sized businesses.

Community Matters will only ever subcontract Functional Skills delivery. The delivery of the apprenticeship training will not be subcontracted

We will only subcontract Functional Skills delivery in the following circumstances:

- Where a particular cohort/apprentice needs specialist support to maximise their learning (e.g. special educational needs)
- Where Community Matters does not have suitably skilled staff and is not able to recruit in a timely manner to ensure that Functional Skills can be delivered in house by own staff.

We will only use delivery subcontractors who satisfy one of the following two criteria:

1. They are on the published Register of Apprenticeship Training Providers and have applied by the main provider or supporting provider route.
2. They are able to assign the delivery of functional skills to suitably qualified tutors, who are approved by the awarding body

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## Due Diligence

Each provider that wishes to be a subcontractor must complete a two-part due diligence process providing evidence to Community Matters that they are high quality and low risk and are approved as a subcontractor.

Part one judges that the provider has the capacity, quality systems and are suitably qualified to deliver Functional Skills. The following documents and evidence must be provided:

- Register of Training Providers approval, if available
- current public liability and indemnity insurance
- organisational policies in place that relate to apprentices/trainees/students
- equality and diversity
- safeguarding
- health and safety
- quality assurance of training
- approved assessment centre status (if necessary)
- Ofsted reports (if applicable)
- External Quality Assurance reports (if necessary)
- Financial standing (Latest accounts)

Part two focuses on the ability to deliver an apprenticeship in a particular subject area. The following evidence must be provided:

- CVs of staff members and confirmation that they are approved by the relevant awarding body
- schemes of work for the programme
- example lesson plans and materials
- examples of previous work
- examples of progress review notes
- success rates for the apprenticeship

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## Costs and Fees

The management fees are individually negotiated with each subcontractor and detailed in schedule one of the subcontracting agreement.

The standard management fee charged is 20% of the negotiated fees with the employer.

The costs cover the provision of:

- administration
- software licences for the Apprenticeship Management System
- quality assurance
- management information systems function relating to the submission of funding claims to the Education and Skills Funding Agency
- provision of management meetings
- apprenticeship expertise
- initial assessments
- diagnostic assessments
- Exam fees