

Subcontracting

2024 POLICY

1. Scope

This policy applies to all staff (including contractor and subcontractors), HOET Board of Trustees and all staff of HOET.

2. Introduction

Heart of England Training does not plan to subcontract any provision duplicating that which is delivered by the organisation with the exception of taking employer providers into consideration. Where it does sub-contract it is with employer providers who support Heart of England Training in offering **enhanced opportunities for learners** to learn in their workplace environment.

Heart of England Training works with providers (partners) that offer enhanced opportunities, sought after by employers that have a strategic fit with the organisation's own programmes **supporting better geographical access for learners**.

3. Procurement and due diligence

All partners undertake a due diligence process that enables Heart of England Training to review financial standing, policies and procedures, delivery capacity and capability, quality and performance rates and APAR status before entering into a sub-contract.

These checks are then reviewed by a panel consisting of Heart of England Training board members, relevant training managers and the financial controller before approval is given with the consent of the Managing Director.

Once approval is given, partners will be required to enter into a legally binding contract and agree to abide by the set terms and conditions.

4. Fees and payments

Heart of England Training's fees are 20% - 40% agreed on a risk assessed basis and taking into consideration subcontractor experience and the amount of support they require and the amount of training that HOET deliver during the term. In any subcontracting arrangements Heart of England Training provide as a minimum, registration, certification and regular quality assurance as a minimum standard. Fees apply to 16 – 18 and 19+ apprenticeship contracts. These fees may be subject to revision should circumstances change. Where the subcontractor is an employer-provider the actual, evidenced cost of delivery will be paid.

Any change in fees will be discussed and agreed in advance and partners will be notified in writing either at the start of the contracting period or during the period if the change is in response to changing circumstances.

Payments are calculated and reconciled monthly following receipt of the Provider Funding Report has been received from the ESFA. Heart of England Training shares the funding and occupancy

information detailing the delivery partners' learners, with the delivery partner. Delivery partners are asked to review and feedback any comments with approval that the information is correct, taking into account starts, leavers, learners in suspense and paperwork compliance. Payments are then paid within 30 days of Heart of England Training receiving the funding from the ESFA. Any uplifts or additional funds received will be passed on to the delivery partner. Any reconciliation for late notified leavers or missing contractual evidence will be passed on to the delivery partner.

Delivery partners are made aware that Heart of England Training undertakes compliance checks on all paperwork submitted in line with the company Quality Improvement System (QIS) and will only draw funding from the ESFA once all claims have passed compliance checks in line with ESFA funding rules. Repeated failure to meet compliance check requirements may incur further costs which will be communicated and agreed prior to commencement. Heart of England Training will provide a calendar of monthly paperwork submission dates to the training partner. Paperwork received after the deadline will not be administered until the following claim month.

5. Quality assurance and support

Heart of England Training is responsible for ensuring that the provision supplied by delivery partners is of high quality and meets the needs of learners and employers and complies with ESFA and Ofsted guidance. The management fee charged is used to provide:

- A monthly, face to face performance review
- Monthly performance reports
- A contract management team
- Apprentice recruitment, induction and enrolment
- The support of Heart of England Trainings' sector training manager
- All Internal Quality Assurance and responsibility for External Quality Assurance visits and actions
- Monthly paperwork compliance checks and feedback with clear and measurable actions required
- Administration of learner and employer records
- Registration and certification of learners with awarding bodies
- Training on key process and procedures
- Use of Heart of England Training learner and employer documentation
- Invitation to and expected attendance at Heart of England Training standardisation meetings
- Quality observation on a risk assessed basis but as a minimum of one per staff member per annum with feedback and training required on TLA, IAG, induction, initial assessment and employer engagement
- Learning walks
- An annual analysis of the partners Self-Assessment Report and quality improvement plan
- Opportunities for joint marketing activities
- Mandatory safeguarding training
- Mandatory Prevent – anti radicalisation and extremism training
- Mandatory Equality, Diversity and Inclusion training
- Regular Information updates from Heart of England Training

Underperformance or unsatisfactory performance will lead to intervention by Heart of England Training in line with the subcontract agreement.

4. Policy review and communication

The policy is reviewed annually and/ or in line with ESFA rules. The policy is shared with subcontractors at review and published at www.hoet.co.uk

Version: 1

Prepared by: Directors

Approved by: Governors

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