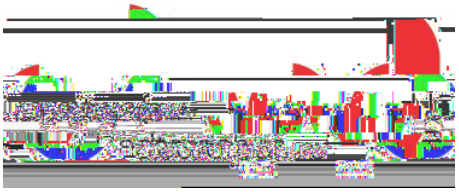

Policy

Subcontracting for Apprenticeships

Version Control:

Version Number	Action	Date	
		14th February 2022	Draft version created for Review by Legal Office
2	Draft Policy Amended	21st February 2022	Draft Version Amended following review by Legal Office
3	Final policy	29 March 2022	Approved by Vice Chancellor's Executive Group

Contents

1 Introduction and purpose 3
2 Scope and context 3
3 Responsibilities 3
4 Definitions 4
5 Fairness in procurement 4
6 Due diligence 4
7 Contracting arrangements 4
8 Quality assurance and performance management meetings 5
9 Internal policies 7
10 Supply Chain Fees and charges 7
11 Payment 8
12 Policy review and communication 8
13 Declaration of use of sub-contractors 8
14 Duties within the university 8
15 Contingency planning 9
16 Policy sign-off and oversight 9

1 Introduction and purpose

1.1 The University of Bedfordshire offers higher and degree level apprenticeships to employers covering a range of subject areas. The University undertakes subcontracting agreements as part of its apprenticeship offer where a subcontracting arrangement will add value to the quality of its apprenticeship delivery. The University operates its apprenticeships subcontracting arrangements in line with the Education and Skills Funding Agency (ESFA) apprenticeship funding rules and associated guidance for subcontracting with delivery partners. The University currently operates its apprenticeships subcontracting activities in which:

The University acts as the lead training provider and sub-contracts support for specialist training to a partner institution/organisation for delivery. The University retains oversight of the whole apprenticeship.

The University acts as a subcontractor to another lead training provider f Tw 1 Tc 0 Tw 3.45 0 Td [(t)

policy form part of that contractual agreement. It will be signed by the subcontractor and the University. Terms and conditions will be agreed and included in the contract. The University, Ofsted and the ESFA are granted full permission and rights to monitor the quality of training being provided and visit the subcontractor at their premises, training sites or employer's premises from which they operate.

7.2 The University retains responsibility for all of the actions of our delivery subcontractors that connected to, or arise out of, all the apprenticeship training and programme assessment that is subcontracted to them.

7.3 In accordance with ESFA funding rules, as the lead training provider the University will undertake a substantive portion of the delivery of any apprenticeship where a subcontracting arrangement is

- Regular contract review meetings between the University and its subcontractors
- Regular planned and unplanned observation visits to check on the quality of Information, Advice and Guidance (IAG), teaching, learning, assessment and progress

8.4 These mechanisms are designed to ensure the quality of delivery, that apprentices exist and they are eligible for funding under the ESFA apprenticeship funding rules.

8.5 There two types of meetings which form part of the quality assurance: Quality Assurance and Performance Management meetings. Quality Assurance meetings support subcontractors to implement and maintain high quality teaching, learning and assessment. Its focus is to ensure students have a positive learning experience, allowing individuals to make individualised progress to achieve their career goals. Performance Management meetings ensure data and statutory compliance is upheld to ensure accuracy and transparency of data, whilst monitoring quality assurance relating to the delivery programmes. Quality assurance procedures are taken from the Further Education and Skills Inspection Framework

concern. Additional meetings and visits by Quality and Standards will be scheduled as required by the University until the issues have been resolved.

8.11 All subcontractors must agree to this schedule of meetings and Quality and Standards visits prior to being awarded contracts.

8.12 The University will also take into account feedback, both solicited and unsolicited, from apprentices and their employers as part of its quality assurance process.

9 Internal policies

9.1 Subcontractors are required to have robust internal policies to ensure compliance with legislative undertakings and general good practice and make certain that policies are regularly updated and effectively implemented, the requirements of which are identified in the contract. As a minimum any subcontractor will be expected to have a policy or policies covering the following topics approved at an appropriate level in the organisation, copies of which will be held by the University of Bedfordshire for Audit and Inspection purposes and made available to ESFA and Ofsted as part of their inspection and Audit regime:

Employment law & appeals
Data Protection (GDPR compliant)
Health & Safety
Equal Opportunity/Equality & Diversity
Assessment & Internal Validation
Safeguarding & Prevent
Insurance:

- Employers Liability Insurance (compulsory) = £10,000,000 any one occurrence/number of occurrences
- Public Liability Insurance Cover = £5,000,000 any one occurrence/number of occurrences.

9.2 The University will consider the subcontractor's quality management procedures and experience to determine whether the subcontractor will use their own or be required to use the University's procedures.

10 Supply Chain Fees and charges

10.1 The 'Supply Chain Fees and Charges' applies to subcontractors of the University as listed on 'Declaration of Subcontractors' and notified to the ESFA. The University normally retains a maximum of 20% of funding delivered through subcontractors for a standard subcontracting arrangement. This retention is calculated to cover day-to-day management of subcontracted delivery, monitoring of learner progress, collecting and updating due diligence, ensuring compliance, dealing with partner queries, coordinating self-assessment processes, quality and compliance monitoring, as well as other similar services

14.1 Nominated members of staff with strategic lead responsibility for subcontracting:

DVC Resources

14.2 Nominated members of staff with

Planned Q&S visits Contract reviews conducted
Unplanned Q&S visits Contract reviews conducted
Any risks or issues identified and mitigating action taking place
Updates on any previously reported issues
Any changes to the planned reviews for the rest of the year.

16.3 Each year the Apprenticeships Strategy Committee will approve and submit a report to the Teaching Quality Standards Committee (TQSC) Academic Quality Committee in respect of compliance with the policy and any issues arising from the QA or Contract reviews. This report will also recommend any required revisions to the policy.