

Policy title:	Sub-Contracting		
Scope:	PM Training		
Policy owner & job title:	Tim Edwards		
Approver:	PM Executive Team		
Date:	01/6/19	Review Due Date:	01/6/21

POLICY SUMMARY

This policy sets out how PM Training comply with the ESFA rules in respect of subcontracted provision. PM Training is committed to delivering a wide range of high-quality learning opportunities to young people and adults. In order to meet this aspiration PM Training has entered into both fully subcontracted provision and joint delivery arrangements with a number of training organisations.

These arrangements have been entered into to ensure that:

- PM Training can offer as broad a range of choice as possible whilst still supporting its core direct delivery
- All learners received the highest possible standards of learning
- PM Training supports its subcontractors in raising their standards of delivery and quality of teaching.
- Demand is driven by employer need.

Associated Policies & Procedures: none

1. POLICY STATEMENT

PM Training will continue, on an on-going basis to improve the quality of any subcontracted arrangements which is evidenced by:

- pre-contract activity which assesses the capability, capacity and readiness of the subcontractor to deliver the proposed learning;
- contract reviews which are undertaken on a regular basis, dependant on risk, which encompass the quality of provision delivered, learner progress, teaching and learning and contract performance and length of relationship with the subcontractor
- advising on the quality of provision and ways to improve working between PM Training and the subcontractor.
- Compliance with ESFA funding rules

2. SUPPLY CHAIN FEES AND CHARGES POLICY

PM Training's supply-chain fees for subcontracting vary dependent upon the level of support required and provided to each subcontractor. These fees are reviewed regularly and are adjusted as appropriate.

PM Training typically retain between 10% and 20% of the ESFA funding it receives against each learner, this is applied equally to both on programme and outcome payments. The percentage level of the sum retained is dependent on the following factors:

- the services being provided by the subcontractor and PM Training;
- the vocational routes contracted for and the levels of risk associated with those routes;
- the additional support that the subcontractor may need to raise quality of learning and standards overall, evidenced by;
 - Frequency of contract monitoring
 - Outcomes of such monitoring and support provided
 - The existing level of experience that the subcontractor holds prior to subcontracting with PM Training

Subcontractors will receive support from PM Training to deliver services to clients typically this will involve:

- regular contract monitoring visits, frequency based on risk assessment according to the performance of the subcontractor;
- Experienced staff as a point of call and support to enable the subcontractor to contact PM Training for any questions and queries relating to their provision, funding arrangements and quality improvement;
- Invitations to PM Training support activities in such areas as Safeguarding, health and safety, Prevent, British values etc.
- Performance assessment of activities such as teaching, learning & assessment.

In addition to the direct support, PM Training provides a broad range of management information and performance reports to support the effective and timely delivery to learners and to monitor performance against agreed targets for the subcontractor.

Learners will be informed via the subcontractor that their training is being delivered on behalf of PM Training.

3. FINANCIAL HEALTH ASSESSMENT OF THE PROVIDER

PM Training undertakes a financial health assessment of all subcontractors to mitigate the risk in terms of capacity and capability to deliver.

Before provision is agreed, due diligence and scrutiny of policies is undertaken to obtain sufficient information to satisfy PM Training that the subcontractor has the potential to deliver high quality services to PM Training's learners.

As set out in the contract all sub-contractors are expected to comply with the contractual conditions and those set out within the ESFA funding rules at the time.

Sub contracted providers are required to confirm and register to be providers through the Register of Apprenticeship Training Providers (RoATP) and Register of Training Providers (ROTO) as appropriate.

It is the responsibility of the sub-contractor to advise of any material change to its circumstances in terms of financial status, OFSTED grade, awarding body sanction etc, which would revise the outcome of the initial due diligence assessment.

If the sub-contractor does not meet the performance standards set out in the contract, PM Training reserves the right to trigger the penalty clauses included in the contract and take actions as necessary with the provider to ensure performance improves and learners are supported. If improvements are not forthcoming to terminate the agreement and transfer the learners to alternative provision

4. REPORTING SUBCONTRACTING ARRANGEMENTS

PM Training will, as required by the ESFA in its funding conditions, declare the amount of subcontracted provision undertaken as well as a declaration of the individual providers, with whom PM Training subcontract.

PM Training will maintain a contract with the respective sub contractor in line with the requirements of the ESFA

In line with ESFA requirements, PM Training will obtain independent assurance of its continuing compliance with ESFA sub contracting rules.

5. PAYMENT TERMS BETWEEN PM TRAINING AND THE SUBCONTRACTOR

PM Training sets out clear defined monthly targets to each individual subcontractor. The payment terms and evidence requirements are detailed within the appropriate subcontractor's contract.

Payment processes are compliant with ESFA contractual requirements, and are made monthly on an actual basis. This is providing that the subcontractor has submitted the appropriate evidence, ensuring that it is of the highest quality and meets the needs of the learner and PM Training.

PM Training provides a monthly claim summary to the subcontractor which sets out the payments for the month and details any amounts withheld typically where further evidence is required.

Once PM Training is satisfied with the quality of the subcontractor's provision for the month, the payment will be made to the subcontractor. Payment is typically made within 30 days of PM Training receiving their monthly payment from the ESFA where all contractual processes are complied with.

6. PUBLISHING OF THE SUBCONTRACTING POLICY

The Policy will be published on the PM Training website as well as being forwarded to all appropriate subcontractors and made available as required to funders and partners.

Equality & Diversity:

This policy has been considered against our Equality and Diversity Policy and no additional provisions are required.

7. RESPONSIBILITIES OF PM TRAINING

To ensure the effective application of this policy in respect of subcontracted provision

To ensure that the policy and its application are compliant with ESFA funding rules

To ensure that the delivery of high-quality training is provided to learners and adequate safeguards are in place in respect to health and safety, safeguarding etc

8. RESPONSIBILITY OF THE SUBCONTRACTOR

To comply with this policy and the requirements of the contract and ESFA funding rules.

To co-operate with and respond to all reasonable requests for information and assistance required by PM Training to ensure this policy can be implemented effectively.

To meet the requirements of the OFSTED inspection framework, retain MATRIX accreditation and any other conditions required as part of the funding agreement.

To comply with awarding organisation requirements.

To provide regular update and data in respect of learners in line with ESFA data reporting requirements

To provide access to PM Training colleagues to help ensure that provision continues to meet quality requirements.

To advise PM Training of any issues in undertaking the duties set out in the contract or material changes in its status as a provider.

To deliver the training services to the highest possible quality in line with this policy and to ensure that health and safety requirements, safeguarding arrangements etc protect learners.