



## **SUB-CONTRACTORS POLICY 2018-19**

Training Trust will provide high quality training to learners and increase employer engagement by widening the range of provision opportunities through the use of sub-contractors.

Training Trust will take reasonable measures to ensure that all subcontractors meet the standards of quality and care expected by funders and inspectorate by only subcontracting with High Quality, Low Risk colleges or training organisations. This arrangement will only commence when the Training Trust has been fully satisfied that no conflicts of interest are forthcoming and provisionally agreed by the board of Trustees.

Through the Education and Skills Funding Agency Apprenticeship Budgets the Training Trust will seek to work with existing partners in developing Apprenticeship provision which does not compromise the contract of the Training Trust and improve the scope of provision within the community. In turn this will enable our partners to raise standards in their provision and enable them to successfully increase the chances of obtaining their own Apprenticeship contracts.

All policies and procedures relating to the delivery of the Education and Skills Funding Agency contract will be used to monitor the performance of the sub-contractor.

Prior to awarding contracts the Training Trust will request the following information;

- Details of teaching/assessment staff
- Details of awarding body accreditation
- Details of qualification verification reports
- Details of policies and procedures
- Details of Employer Liability/Public Liability and Professional Indemnity Insurances
- Details of ownership of the organisation
- Details of organisation UKPRN
- Details of DBS for delivery staff working with sub-contracted learners
- Details of quality standards held in relation to the delivery of provision funded by Training Trust
- Evidence of working towards Due Diligence as required by The Register of Apprenticeship Training Providers (RoATP) process
- Accepted on the Register of Apprenticeship Training Providers
- Company accounts over the past three years
- Ofsted inspection reports, or evidence of involvement in any Ofsted activity during previous subcontracting arrangements
- Details of staff training in regards to Safeguarding procedures and associated Safeguarding policies and PREVENT
- Success and timely success data over the last three years

The Training Trust will continue work with sub-contractors to improve the quality of all provision and share good practice.

Changes to the delivery of provision will be discussed at regular meetings prior to implementation.

Details for the monitoring of provision are set out in the Sub-contractors Agreement and monitored through the Training Trust's Quality Cycles.