

Subcontracting Funding Retention and Charges Policy

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**for a
better
tomorrow**

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Introduction: The Reason for Subcontracting

The use of subcontractors to provide services or full provision enables us to:

- provide targeted and specialist training to support and meet learner/employer needs
- work across multiple sectors and in niche or emerging industries
- respond to changes in priorities
- enhance our reach across the region by supporting learners in multiple locations
- complement our own provision to provide an offer that is truly employer and learner led

Commitment to Improving Quality

Get Set UK is committed to providing a quality service that meets the needs of all our stakeholders and have robust quality assurance embedded throughout our organisation. Subcontractors are expected to meet our standards and commitment to providing a quality service, sharing of good practice, and maintaining professional development of their own employees.

GSUK's continual improvement plan and self-assessment report forms part of the management process to ensure continuous improvement is embraced by all. We will use our learnings to support subcontractors and to enhance our approach to quality assurance and improvement with them.

Recruitment of Subcontractors

Subcontractors are only recruited by GSUK to provide services that complement our own delivery. We don't run open tendering for subcontractors because our core delivery is managed internally, and subcontracting is only utilised for specific work that meets the needs of employers and learners; it's the exception rather than the rule. Each Subcontractor will undergo the following due diligence checks before being accepted by:

- Director checks
- Companies House check
- Confirmation of UKPRN
- Financial – 3-years of accounts, DFE health check score/grade
- Insurance – Employers Liability, Professional Indemnity, Public Liability
- Policy – Data Protection (GDPR), Health & Safety, Lone/Home Working, COVID-19, EDI, Safeguarding & Prevent, Fraud Prevention & Whistle Blowing, Anti-Bribery & Corruption Policy, Anti-Modern Slavery & Human Trafficking, Business Continuity Policy & Disaster Recovery Plan, Environmental & Sustainability, Bullying/Anti-harassment, Complaints and Quality Assurance & Improvement
- Risk Assessment – Health & Safety on-site and off-site
- Contracting history
- Subcontracting history
- Ofsted current report & grade, SAR and QIP
- Examples of relevant curriculum
- Proof of registration with the Register of Training Organisations (ROTO) and if applicable Register of Apprenticeship Training Providers (RoATP)

- EQA reports for previous 2 years and proof of accreditation with awarding organisations and DCS (where applicable)
- Matrix Accreditation and certificate
- Other quality marks such as IIP and ISO
- MIS and compliance
- Workforce data; employment stats, qualifications, experience and confirmation of current DBS
- Two references

Potential subcontractors are asked to complete a due diligence document and provide evidence for the above list. A formal review of all responses and evidence is carried out by a member of the Board, a report of findings and recommendation then comes to the Board for sign off and agreement of how to progress, including fee rates.

Subcontract Agreement (Contract, Terms and Conditions)

Our subcontracting agreement is based on the AELP model contracts available for members to access and edit to meet their exact requirements. Particular attention has been paid to the following areas:

- Defining the specific costs of delivery and our main provider activities
- Take all reasonable steps to ensure that funding does not inadvertently go to fund extremism
- Meet the requirements of the funding rules
- Provide us with a SAR and QIP, ensuring they are involved with our annual quality cycle
- Suitability of employees
- Arrangement should the subcontract end
- Inform us of any identified irregularities
- Details of what is being delivered under the subcontract and our rationale
- Funding allocation and profiles for delivery

Monitoring Performance

We manage the performance of subcontractors by:

- Monitoring actual performance versus profiles
- Quality assurance interventions
- Compliance checks
- Planned and unplanned observations, of all stages of the programme, including enrolment and IAG sessions
- Learner and employer satisfaction surveys
- Outcomes and outputs
- Regular scheduled performance monitoring meetings
- Assigned performance monitoring manager

Typical Fees

Get Set UK performs a management and support function for subcontractors. This fee is set to reflect the different support, functions and services that are provided to an individual subcontractor, the outcome of the due diligence and their level of experience.

The management fee retained for subcontracting range from 15% to 20%. Larger amounts may be retained where we act as an accreditation centre for the provider and where GSUK pays registration and certification fees.

Payment Terms – All Contracts

GSUK raises an invoice request form each month for the subcontractor after the data service deadline. The subcontractor validates the claim and once all activity and monies are agreed raise an invoice. The invoice will be paid by BACS payment before the last day of that month. Therefore, all agreed activity taking place in the period for March will be paid on or prior to the 30th April.

Support for Subcontractors

Subcontractor packages can contain a mix of support and services. The following list gives examples of these:

- Management information, data handling and monthly claims submission
- Administration of grants and incentives (unless claimed direct by employers)
- Certification and registration with awarding organisations
- Support for audit of systems and procedures
- Support with standardisation meetings and EQA visits
- Guidance on funding rules
- Support for self-assessment reporting and continuous improvement planning
- Observations of Teaching, Learning and Assessment
- Quality assurance and Performance Managers
- Employee training and development (CPD)
- Safeguarding, The PREVENT Duty, county lines and British values training and awareness sessions
- E&D support and access to our Hot Topics suite of resources
- Use of rooms and facilities for meetings

Subcontractor Responsibility for Continuous Improvement and Collaboration

Our policy is that the principal or responsible person of a sub-contract delivery partner shall continually improve the quality of teaching and learning through participation in the following support activities:

- Attendance at regular scheduled performance monitoring meetings to:
 - Review evidence of the quality of the learning experience and agree SMART

- improvement actions as required
- Ensure compliance with the documentation requirements of the relevant commissioner and GSUK procedures
- Discuss any outstanding commercial issues
- Attendance and participation at standardisation, CPD sessions and activities
- Support with the implementation and management of learner employer satisfaction surveys
- Collaboration of sharing best practice and innovations in teaching and assessment

These obligations are in addition to good practice self-improvement initiatives such as appropriate OTLAs, CPD and standardisation which are undertaken by the subcontractor.

Reporting of Subcontracting Arrangements

We will ensure that all relevant commissioners are aware of the subcontracting arrangements.

Communication and Publication of Policy

This policy has been published on GSUK website. A hard copy is available on request and it will be discussed with subcontractors at review meetings.

Policy Review

This policy will be reviewed when funding rules are issued, when new contracts are awarded and annually if none of the afore mentioned apply; any changes are notified to subcontractors.