

Apprenticeship Subcontracting Policy

1.0 Introduction

Watson Martin Limited (WML) offers Level 3 to Level 7 Human Resources (HR) and Learning and Development apprenticeships (L&D). WML undertakes subcontracting agreements as part of its apprenticeship offer where a subcontracting arrangement will add value to the quality of its apprenticeship delivery and operates in-line with the Education and Skills Funding Agency (ESFA) apprenticeship funding rules and guidance.

WML is the main apprenticeship training provider and sub-contracts specialist training to a partner institution for the delivery of Functional Skills to provide expert provision. In this case WML retains oversight of the whole apprenticeship and maintains the relationship with each employer.

WML may also act as a subcontractor to another lead training provider for parts of the training where the lead provider retains oversight of the whole apprenticeship

2.0 Objectives

This policy governs the apprenticeship subcontracting provision within WML and applies to all ESFA funded provisions. The Apprenticeships Subcontracting Policy is a mandatory requirement for subcontracting activity and is published on the WML website.

WML recognises that it holds full accountability for the delivery of subcontracted activity. It is the responsibility of both WML and their subcontractors to refer to the rules and guidance of the ESFA.

3.0 Implementation

WML will undertake a robust process of due diligence when selecting potential subcontractors to demonstrate value for money and to ensure the highest quality of learning delivery is made available to apprentices.

In line with the ESFA Guidance, WML will only procure the service of subcontractors who are registered on the Register of Apprenticeship Training Providers (RoATP).

WML will conduct a due diligence review of its subcontractors, to ensure that the subcontracted provider continues to be able to deliver contracted services.

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

Quality of subcontractor's arrangements and delivery will be monitored by:

- Regular contract meetings between WML and it's subcontractor.
- Review of the subcontractor's Quality Improvement Plans (QIP) and Self-Assessment Report (SAR).
- Other ad hoc meetings, visits and discussions take place for general issues as they arise.
- Regular planned and unplanned observation visits to check on the quality of Information, Advice and Guidance (IAG), teaching, learning, assessment and progress
- Review of the subcontractors policies relating to apprenticeship delivery and requirements, such as Safeguarding.

Where a subcontractor permanently changes delivery staff on a programme, they should inform WML of this change immediately, and undertake a Disclosure and Barring Service (DBS) check as appropriate.

Declaration of use of sub-contractors

In line with the ESFA funding rules, WML will submit a subcontractor use declaration to ESFA at least twice each year summarising the value of any sub-contracted provision paid for in the previous period.

4.0 Payment terms

WML will pay all ESFA funding received to the subcontractor for the delivery of functional skills qualifications. The payment terms is 30 days upon invoice date.

Watson Martin's Subcontracting Policy is reviewed and updated annually.

A handwritten signature in black ink, appearing to read 'Heather', is written over a horizontal dotted line.

Heather Watson, Director

(March 2022)