

Apprenticeships Subcontracting Policy

DEFINITIONS AND SCOPE

1. In accordance with the ESFA Funding Rules this Policy outlines our Subcontracting arrangements for our Apprenticeship Provision, with full details available in [Annex A](#). NCH at Northeastern will use Subcontracted provision to enhance the opportunities available to learners and fill the gaps in niche or expert provision where awarding bodies for qualifications or certifications adds value to our programmes and for our learners experience and future careers.
2. As defined by the ESFA Funding Rules, the following definitions apply:
 - 2.1. **Subcontracting** means any delivery of an apprentice’s programme of learning by a separate legal entity. It does not matter if this is by a third party recruited to deliver on site (travel to teach), online learning or whether the delivery is described as a service.
 - 2.2. **Subcontractor:** A separate legal entity or an individual that has an agreement (called a subcontract) with you to deliver any element of the education and training we fund. A separate legal entity includes companies in your group, other associated companies, and sole traders. An individual could include a person who is a sole trader, self-employed or employed by an agency unless those individuals are working under your direct management and control in the same way as your own employees.

GENERAL

POLICY STATEMENT

3. NCH at Northeastern is committed to delivering high quality Apprenticeships and supporting employers to ensure they have the skills and knowledge needed within their business. From start to finish, our apprenticeship programmes are designed around real-world needs. Our programmes are co-designed with leading technology partners to deliver cutting-edge courses with real impact.
4. Embedded within our programmes are a range of qualifications and micro-certifications that increase the industry recognised value of our programmes, and progression for learners into successful job roles and future career paths. The majority of our programmes are led by leading

Academic Faculty; experts in their field, and only where Industry recognised accreditation adds value to the programme or specific course will Subcontracting be used.

5. Aligned to the requirements of many Apprenticeship Standards to ensure learners successfully achieve Level 2 in English and Maths, Functional Skills at Level 2 in these subjects will be a subcontracted component of our programmes for any learners who have not yet obtained qualifications with suitable equivalency.

COLLEGE RESPONSIBILITIES

6. NCH at Northeastern will only consider Subcontracting provision that is an enhancement to our current programmes, specialist provision or otherwise outside of our Academic Faculty's scope or capacity.
7. NCH at Northeastern recognises its responsibility to conduct transparent and robust due diligence procedures on potential subcontractors to ensure compliance with the applicable funding rules and policy intent.
8. NCH at Northeastern will monitor and evaluate not only the quality of subcontracted provision, safety and wellbeing of learners undertaking Subcontracted Provision, but also currency of the subcontracted provision and value for money. This will be carefully monitored to ensure continuous improvement and the best use of available funds.
9. All funding claimed and retained by NCH at Northeastern will be clearly documented and agreed by all parties.
10. The ESFA's rules governing subcontracted delivery are designed to increase the quality of provision and to ensure that employers have a direct relationship with their main provider. As the main training provider, NCH at Northeastern will:
 - 10.1. Agree the use of subcontractors with employers at the start of an apprenticeship.
 - 10.2. Carry out due diligence checks on potential delivery subcontractors.
 - 10.3. Enter into a written agreement with subcontractors.
 - 10.4. Ensure that second-level subcontracting does not take place.
 - 10.5. Obtain an annual report from an external auditor if the total apprenticeship contract value exceeds £100,000 in any one financial year.
 - 10.6. Directly deliver part of the apprenticeship programme that is of substance.
 - 10.7. Maintain the relationship with the employer.
 - 10.8. Take full responsibility for the quality of all aspects of delivery and carry out regular quality assurance checks of their subcontractor's provision.
 - 10.9. Provide delivery sub-contractor declarations in line with ESFA dates and manage updates if arrangements or circumstances change during the year.

INDIVIDUAL STAFF RESPONSIBILITIES

11. **The College's main contact in regard to Apprenticeship Subcontracting is:**
 - 11.1. The **Operations and Quality Assurance Manager: Lauren Baldock** (020 450 40186)
12. The **Operations and Quality Assurance Manager** is responsible for the contractual arrangements with the Subcontractor and compliance with ESFA Funding Rules.
13. The **Programmes Director** will oversee and hold overall responsibility for the selection and verification of subcontractor suitability.
14. The individual **Programme Lead** will identify opportunities for subcontracting within their programme and contribute to the research and selection of appropriate subcontractors fit for purpose.
15. The **Assistant Vice President for Digital Innovation & Enterprise Learning** holds the overall responsibility for subcontracting arrangements, compliance, and declarations through the contract with ESFA.

STUDENT RESPONSIBILITIES

16. Learners must treat subcontractors with courtesy and respect both on and off College premises, in person and on-line.
17. Students are expected to attend all courses where subcontracting provision is delivered in order to successfully pass the course, and/or gain the relevant micro certification, award, or qualification from the subcontracted organisation.

MONITORING AND REVIEWING

18. This Policy will be monitored, reviewed annually, and published by 31 October each year.
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Title: Apprenticeship Subcontracting Policy					
Approved by: Executive Committee					
Version number	Date approved	Date published	Owner	Location	Proposed next review date
1.0	October 2021	October 2021	Operations and Quality Assurance Manager	Academic Handbook; Policies and procedures; Apprenticeship Policies and Procedures	October 2022
Referenced documents	N/A				
External Reference Point(s)	ESFA Funding Rules				

ANNEX A – SUBCONTRACTORS FOR APPRENTICESHIP PROGRAMMES

1.	Subcontractor:	BKSB
	Programme to which Subcontracting Applies:	All Apprenticeship Programmes
	Subcontracted Provision:	Provision for learners who do not hold a Level 2 qualification in English and Maths only. Provision to include: Functional Skills Level 2 Maths and English Learning Resources, Diagnostic Assessments and Exam Practice
2.	Subcontractor:	The Learning Station, HABC
	Programme to which Subcontracting Applies:	All Apprenticeship Programmes
	Subcontracted Provision:	Assessment of Functional Skills Level 2 Maths Assessment of Functional Skills Level 2 English
3.	Subcontractor:	The Knowledge Academy
	Programme to which Subcontracting Applies:	Project Manager (Integrated Degree) Apprenticeship
	Subcontracted Provision:	Delivery and Qualification Award of APM-PMQ