



Apprenticeship Subcontracting Policy

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1 Mission Vision Values and Behaviours

1.1 Mission

Aspire Procurement Training exists to provide UK businesses with the next generation of aspiring supply chain professionals

1.2 Vision

To be the supply chain training provider of choice for apprenticeships and commercial courses, by putting the apprentice and the learner at the heart of everything we do

1.3 Core Values

- The passion and commitment to provide quality supply chain training
- The freedom from discrimination for all apprentices, learners, skills teachers, skills coaches and employees
- Continuous improvement through compliance to standards, adoption of best practice principles, and measurement against all performance targets

1.4 Behaviours

1.4.1 Be inspirational

- Our apprentices and learners perform best when they are inspired. Our whole team is passionate about the learning experience and committed to provide the best supply chain training

1.4.2 Add value

- We are focused on the value to the apprentice and the learner
- Both our study material and our teaching will bring to life the core academic content provided by our qualifying institutions
- Our skills trainers will be respected supply chain practitioners from a variety of industries and organisations and all will be MCIPS qualified
- Our teaching methods will be interactive and promote ethical best practice

1.4.3 Be inclusive

- We are advocates of inclusivity across all apprentices, learners, skills trainers, skills coaches and employees

1.4.4 Be a learner yourself

- Feedback and shared experiences will make us better. We are passionate about improvement
- We understand that learners have different learning styles. We will deliver our teaching in different formats and at a pace to suit the individual apprentice and learner

2 Policy Statement

Aspire Procurement Training recognises that its primary purpose in apprenticeship delivery is to the quality of the training provision given to its apprentices. Aspire Procurement Training will always aim for excellence. Where Aspire Procurement Training believes it can serve the learning experience for apprentices better through sub-contracting elements of its training provision, then it will do so. Aspire Procurement Training will always fully own the apprenticeship journey and overall provision of the apprenticeship standard, and will always make sub-contracting decisions based on the ESFA rules around subcontracting at the time, [Apprenticeship funding rules - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/apprenticeship-funding-rules). All employers will be made fully aware of, and sign agreement to, any subcontracting arrangements in place for training of any of its apprentices.

3 Purpose

This Policy has been developed in line with Aspire Procurement Training overall vision, purpose, values and culture, to ensure that all apprentices have the opportunity to excel in their apprenticeship training.

4 Scope

This policy applies to all subcontracted provision funded by the ESFA. The Subcontracting Policy is a mandatory requirement for subcontracting activity.

5 Roles and Responsibilities

The **directors** have the responsibility to ensure that all ESFA rules regarding subcontracting are met.

The **Quality Manager** is responsible for:

- Ensuring that all subcontracting arrangements are covered by a contract between Aspire Procurement Training and the subcontractor.
- Auditing the subcontractor in line with Quality Assurance processes as set out below.
- Ensuring that there is a plan to substitute the subcontractor should the subcontractor not be meeting the required standards in any contracting year at any time.

Subcontractors are required to have robust internal policies to ensure compliance with legislative undertakings and general good practice and ensure that these can be evidenced on audit from Aspire Procurement Training.

6 Policy Implementation

The Policy sets out the selection, audit and management of all subcontractors.

Each subcontractor will be held to the same standards and obligations as Aspire Procurement Training for legal compliance, regulatory compliance and performance.

6.1 Due Diligence

Aspire Procurement Training will not sub-contract with providers who are deemed to be inappropriate. To establish this, Aspire Procurement Training will undertake a robust process of due diligence when selecting subcontractors to ensure quality of learning delivery, value for money, positive learning experience for the apprentice, and a positive impact for employers.

Due diligence will seek to confirm that the proposed subcontractor:

- Is on the published Register of Apprenticeship Training Providers (RoATP).
- Has compatible and complementary aims, values and mission.
- Has capacity and a track record of high-quality provision, including the ability to quality-assure and enhance relevant provision.
- Is of appropriate legal and financial standing.
- Has no conflicts of interest.
- Has put in place the appropriate internal policies to ensure compliance with legislative undertakings and general good practice and that these policies are regularly updated and effectively implemented.

6.2 Contracting

All new subcontractors will be subject to an initial visit to confirm approval of appointment as a subcontractor.

Successful subcontractors will be issued with a contract eligible for the period from when the contract commences until the planned completion date of an apprenticeship programme.

The requirements of this policy form part of that contractual agreement and will include:

- Details of provision and assessment being delivered by the subcontractor.
- Funding payments to the subcontractor for their contributions.
- Any actual or perceived conflicts of interest between Aspire Procurement Training and the subcontractor.
- The contract will be signed by Aspire Procurement Training and the subcontractor.
- Aspire Procurement Training will provide transparency with regard to the specific costs of managing the subcontractor, quality monitoring and assurance, due diligence and support activities by itemising costs and describing how each cost contributes to the delivery of high-quality provision
- Aspire Procurement Training will also ensure and confirm that all costs are proportionate to the delivery of the sub-contracted apprenticeship training and make those costs available to the subcontractor and employer.

6.3 Quality Assurance

Aspire Procurement Training is committed to delivering high quality teaching and learning for the apprentice and employer across its provision and will work with subcontractor to review progress and manage the quality of external provision.

The following processes will be used to monitor the quality of subcontracted provision and actively improve quality on an on-going basis:

- Regular contract review meetings between Aspire Procurement Training and its subcontractors
- Regular planned and unplanned observation visits to check on the quality of teaching, learning, assessment and progress.

Aspire Procurement Training takes a risk management approach to subcontractor management. The higher the number of apprentices trained by a subcontractor, the higher the number of contract review meetings, as follows:

- Up to 15 apprentices – 2 contract review meetings per year
- Up to 50 apprentices – 3 contract review meetings per year
- 50 apprentices and over – 4 contract review meetings per year

All apprentice progress will be managed through Aspire Procurement Training's e-portfolio system, Bud, so that progress, including those apprentices who are trained by a subcontractor, will be monitored continuously.

Prior to each subcontractor review, the subcontractor will provide the following information:

- A copy of the provider's latest self-assessment report
- Records of delivery staff's training in safeguarding and Prevent
- Lesson plans (Aspire Procurement Training will select lessons to observe)

6.4 Contingency Planning

The subcontractor is required to notify Aspire Procurement Training immediately if there are any changes that may cause a breach of subcontractor obligations or a risk to provision of subcontractor services.

In this event Aspire Procurement Training reserves the right to seek alternative service provision to ensure continuity of learning for its apprentices.

6.5 Costs

Aspire Procurement Training will declare all costs incurred on each and every subcontractor to the ESFA in accordance with ESFA rules on subcontractor declarations, and to all employers whose apprentices will be receiving subcontracted learning.

All training should be evaluated by staff. This can be on the training form or at the support meeting with their line manager.

- Evaluating training may benefit other staff and may be required at a general staff meeting.
- All evaluations of training should be kept within the CPD log/ portfolio, dated and signed.

7 Monitoring and Review

This policy will be reviewed annually to ensure that it is up to date and compliant with the latest legislation.

The policy was last updated in July 2022 and is due for renewal in July 2023.

This policy may also be updated before the renewal date if legislation changes or if monitoring and review of performance suggests that practices should be altered.

8 Signature

A handwritten signature in black ink that reads "M.A. Parker". The signature is written in a cursive style with a large, stylized initial "M".

Mark Parker
Director