



# Subcontracting Policy

V1.5 2023/24





# Subcontractor Rationale and Policy

## Our use of Subcontractors in Apprenticeships (2023-2024 Funding Year)

A statement on the rationale and approach to subcontracting elements of the apprenticeship offer at Umbrella

### Background

Umbrella are committed to delivering high quality Apprenticeships that meet the needs of Apprentices, employers, and the wider labour market.

In some cases where we are not able to deliver all elements of an employer's apprenticeship programme a part of the programme delivery of the apprenticeship will be carried out by a subcontractor. This will only be in instances where the use of the third party would enhance the apprentice experience through niche or expert provision and it is agreed with the employer that the service can meet or exceed the academic standard required within the apprenticeship. At all times Umbrella lead the employer relationship. We do not invite offers for subcontracting and will instead procure when there is an employer need.

### Use of Subcontractors

Our subcontract relationships will be in one of two forms if required:

- 1) Subcontract to a third party for delivery of selected knowledge, skills, or behaviours
- 2) Employer delivery of knowledge, skills, or behaviours

Any subcontractor must pass a detailed due diligence process which includes but is not limited to appraisal of Ofsted or applicable assurance reports for validation of quality, appraisal of trainer qualifications, business continuity plans and must be on the Education and Skills Funding Agency (ESFA) Register of Apprenticeship Training Providers (RATA). If a subcontractor is not on the register, they will not be approved for partnership for Apprenticeship programmes. FHA scores are sought by our finance team via company's house and anti-terrorism checks validated using government approved websites and sources.

In all instances Umbrella retain clear and transparent accountability for the quality of training provision, maintain proper and appropriate controls to manage the apprentice experience; and seek to ensure that value for money is achieved by efficient subcontractor management. These controls are validated by an annual subcontractor controls evaluation carried out by an independent assurance specialist.

In all instances Umbrella would provide quality assurance through monitoring by the Quality Manager and training officers of the organisation. The types of subcontract arrangement, quality assurance and costs of the models are explained in more detail below.

The written agreement (contract) with the employer for Apprenticeship provision will always list the services and costs of the subcontract in line with the apprenticeship funding rules. A declaration is made by Umbrella to the ESFA twice a year declaring any subcontractors used.

## Our Subcontract Management Activities and Costs

Activity	Estimated annual cost to the provider	How this is reasonable and proportionate
<p>Subcontractor Management by Quality Manager</p> <p>To maintain quality of delivery and understanding of on programme challenges including annual appraisal of quality, annual quality development plan and annual review of policies on safeguarding and prevent</p>	<p><b>£25 per hour</b>, 42 hours per subcontractor (£1050)</p>	<p>Umbrella absorb the cost of subcontractor management from within their training price charged to the employer and do not profit from the subcontracted delivery.</p>
<p>Monthly management calls with the subcontractor</p> <p>To maintain quality of delivery and understanding of on programme challenges</p>	<p><b>£25 per hour</b>, 24 hours per subcontractor (£600)</p>	<p>Timescales allow for review of evidence and work to improvement action plans</p>
<p>Monthly review of learner surveys</p> <p>To maintain quality of delivery and understanding of on programme challenges</p>	<p><b>£25 per hour</b>, 24 hours per subcontractor (£600)</p>	<p>Timescales allow for review of evidence and work to improvement action plans</p>
<p>DBS checks of staff delivering to learners aged 16-24</p>	<p><b>£15 per hour</b>, 7 hours per subcontractor (£105)</p>	<p>To ensure lawful compliance</p>
<p>Quarterly observation of teaching and learning to include face to face interview with learners and staff</p>	<p><b>£25 per hour</b> at 7 hours per activity, plus 4 x £100 travel contribution, (£1100)</p>	<p>Timescales allow for review of evidence and work to improvement action plans; travel costs are minimised</p>
<p>Short notice observation</p> <p>To maintain quality of delivery and understanding of on programme challenges</p>	<p><b>£25 per hour</b> at 7 hours per activity, plus 4 x £100 travel contribution, (£1100)</p>	<p>Timescales allow for review of evidence and work to improvement action plans</p>
	<p><b>Total: £3,955</b></p>	

## Document control

### Rationale agreed by the board:

Adele C Oxberry

Date: 10<sup>th</sup> Aug 2023

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### Signed



Printed Name Adele Oxberry

Job Title CEO

Date 10<sup>th</sup> Aug 2023