



Subcontracting Statement

2019 – 2020

The Training Trust has used subcontracting to complement our commitment to the apprenticeship programme for many years. We have found this to be beneficial in producing high quality apprenticeships by sourcing specialist training which have introduced new industrial sectors with a highly productive workforce.

Using subcontractors allows us to increase our offer across a varied range of apprenticeships that provides employers with the ability to use just one provider for their training needs. It widens our offer to support applicants of all academic abilities within our local community, thus supporting them with a wide variety of training opportunities.

To meet the needs and respond to employer demand we have sourced and use high quality, well established subcontracting organisations to deliver specialist training. These subcontractors have alternative resources and expertise available in addition to those offered by our organisation which supports cost effective training. We continually investigate alternative training provision to ensure the apprentice has the greatest chance of success along with a positive learning experience. The cost associated with the training are negotiated and agreed through a formal service level agreement as broken down within Provided Services – Subcontractors (p.2).

Agreement to use of any of our subcontractors will be made with the employer prior to the starting of any apprentice. All costings relating to a learners programme of learning are discussed with the employer and broken down within the signed commitment statement ensuring complete transparency.

Training Trust will take reasonable measures to ensure that all subcontractors meet the standards of quality and care expected by funders and inspectorate by only subcontracting with high quality, low risk colleges or training organisations. Measures are in place as not to inadvertently fund any extremist organisation. This arrangement will only commence when the Training Trust has been fully satisfied that no conflicts of interest are forthcoming and provisionally agreed by the board of Trustees.

Through the Education and Skills Funding Agency apprenticeship budgets the Training Trust will seek to work with existing partners in developing apprenticeship provision which does not compromise the contract of the Training Trust and improve the scope of provision within the community. This in turn will enable our partners to raise standards in their own provision and enable them to successfully increase the chances of obtaining their own apprenticeship contracts.

Training Trust will support providers and colleges who have not been successful in gaining a non-levy apprenticeship contract for education and training by working in a 'Services' and 'Provision' subcontracting arrangement, subject to rules and regulations laid down by the Education and Skills Funding Agency.

All policies and procedures relating to the delivery of the Education and Skills Funding Agency contract will be used to monitor the performance of the sub-contractor.

The Training Trust and subcontractors will work together in partnership to achieve a common goal to support every apprentice in achieving their planned outcome within the timescales set. This will be carried out through carefully planned stages and responsibilities of all involved will be agreed by legally binding contracts.

Provided Services – Training Trust:

- Full recruitment, assessment/selection of relevant, eligible candidates
- Comprehensive employer engagement/sign up process
- Learner Induction/preparation including IAG
- Comprehensive administration management of the whole apprenticeship
- Complete finance and invoice management of the whole process
- Learner review/progress monitoring
- Learner welfare, IAG, Health and Safety and personal development training
- Learner 'expected behaviours' and employment skills training
- Functional Skills training and examinations
- Learner and employer training relevant to their industry
- Wellbeing training for all (safeguarding, knife crime, mental health etc.)
- Audit and contract compliance service of subcontractors
- Quality monitoring of subcontractors – E.g. Observation of teaching & Learning
- Interviews of all subcontracted learners and associated staff
- Solely responsible in organising external quality assurance audits of subcontracting

Provided Services – Subcontractors (all listed may not be applicable):

- Qualification registrations
- Delivery of technical training
- Delivery of practical training
- Delivery of assessment activities (on and off the job)
- Delivery of Functional Skills