

Subcontracting Policy 2020/21

Purpose

The Subcontracting Policy forms part of Anglia Professional Training's (APT) internal control and governance arrangements to ensure compliance with the Education and Skills Funding Agency's (ESFA) requirements for the effective management of subcontracting arrangements.

Scope

The policy applies to all partnership and subcontracting activity supported with funds supplied by the ESFA.

Rationale for Subcontracting

APT has been working with professionals and employers in Peterborough and surrounding areas in East Anglia since 1996. We have extensive experience providing professional training in Accountancy, Legal Services and Management & Leadership through a range of Apprenticeships, work based & classroom based training programmes including bespoke and tailored solutions to meet every employer's needs.

APT is a wholly owned subsidiary company of the Inspire Education Group (IEG) and is based at Endeavour House in Peterborough with a satellite site located at the Boathouse Business Centre in Wisbech. As fully accredited AAT exam and study centres, APT prides itself on its excellent customer service standards with a versatile yet professional approach to training professionals.

APT currently works with one sub-contractor Turning Factor Ltd, who are based in Norwich and have extensive reach and expertise in working with local employers to deliver bespoke management training and business solutions. Training is delivered through a partnership model to employers in the East Region through the Apprenticeship route, helping to open up potential opportunities for future growth for APT. Turning Factor Ltd are an approved supporting provider on the register of apprenticeship training providers (ROATP).

Reasons for the subcontracting include:

- To support APT's strategic aspiration to grow and diversify into East Region.
- To support employers across a wider geographic area and sector.
- To provide immediate and local specialist provision to employers in East Region, whilst opening up opportunities to expand direct capacity for APT.
- Providing access to, or engagement with, a new range of customers in the Management & Leadership sector.
- To support another approved training provider to develop capacity and quality.
- To provide niche delivery where the cost of developing direct delivery would be inappropriate.
- To enhance APT's curriculum and expand it by the niche provision delivered by Turning Factor Ltd.

Quality Assurance

Sub-contracted activity is a key part of APT's provision and is formally approved by the Board of Directors. The quality of the provision will be monitored and managed through

APT's quality assurance processes and procedures. This Policy includes sub-contracted provision as a core part of APT activity to enable continuous improvements in the quality of teaching and learning for both APT and its sub-contractors. This will be achieved through the sharing of effective practice. A dedicated team of staff led by the Director of Business support Turning Factor Ltd to deliver quality provision through a partnership approach and model. All training delivery is robustly monitored and managed to ensure that all APT learners have a quality and meaningful learning experience that meets ESFA funding rules.

Monitoring

The following monitoring covers all sub-contracted provision:

- Robust due diligence checks prior to any delivery
- Schedule of planned monitoring visits in place to include 'unannounced' visits
- Regular audits and contract performance meetings with documentation completed and signed by both parties
- Summary of actions produced from meetings to be shared with sub-contractors to support an improvement action plan where required
- Face-to-face interviews and meetings with staff and learners
- Direct observation of teaching, learning and assessment
- Direct observation of programme delivery
- Review of learner work to ensure appropriate planning and feedback is taking place
- Review of learner work to ensure English and maths is embedded and taking place
- Annual review of sub-contractor policies including
 - Review of External Quality Assessments by awarding bodies
 - Qualifications, DBS checks and CPD for sub-contractor delivery staff

Publication of information relating to sub-contracting

In compliance with the ESFA's funding rules, APT will publish its sub-contracting fees and charges policy and actual end-of-year sub-contracting fees and charges on its website before the start of each academic year (and in the case of actual end of year data, as required by the ESFA).

The Fees and Charges 2020/21

Fees and charges for 2020/21 are set out in this policy. The Policy and Fees are approved by APT's Board of Directors. In line with ESFA guidance, our level of sub-contracting does not currently exceed 10% of our funding income and we would ensure that this does not exceed the threshold at any time in the future.

APT's partnership delivery model means the current amount retained by APT ranges between 48% and 52%. Our retained funding and payments made are set out below and published annually on APT's website www.ap4u.training

Responsibility

This policy is the responsibility of APT's Director of Business

Date of Last Review: February 2021

ANGLIA PROFESSIONAL TRAINING – Partner Provision Fees and Charges 2019/20

UKPRN	10036591
SUB-CONTRACTOR	Turning Factor Ltd.
FUNDING STREAM	Apprenticeship Levy
CONTRACT START DATE	01/08/2019
CONTRACT END DATE	31/07/2020
TOTAL FUNDING CLAIMED	£33,166
FUNDING PAID TO SUB-CONTRACTOR	£16,060
FUNDING RETAINED BY APT	£17,106