

**Policy No: LIEURAPP2017**

## **Policy Name: Functional Skills Subcontracting Policy**

### **1.0 ESFA Funding Rules**

In accordance with the ESFA Funding Rules this Policy outlines the Subcontracting arrangements for our Apprenticeship Provision. LI Europe Ltd will use Subcontracted provision to ensure learners have access to qualified Maths and English tutors or platform to gain their Level 2 qualification in Functional Skills Maths and English.

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.

### **2.0 LI Europe Commitment**

LI Europe Ltd 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.

LI Europe Ltd will only use Subcontracting organisations that meets the requirements to ensure learners successfully achieve Level 2 in English and Maths, Functional Skills at Level 2 in these subjects.

LI Europe Ltd will only consider Subcontracting provision that is an enhancement to our current programmes, specialist provision or otherwise outside of our scope or capacity.

LI Europe Ltd 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.

LI Europe Ltd 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.

All funding claimed and retained by LI Europe Ltd will be clearly documented and agreed by all parties (currently £471 per learner, per subject over 6 months).

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, LI Europe Ltd will:

- Agree the use of subcontractors with employers at the start of an apprenticeship.
- Carry out due diligence checks on potential delivery subcontractors. LIEURAPP22017(A).
- Enter into a written agreement with subcontractors.
- Ensure that second-level subcontracting does not take place.
- Obtain an annual report from an external auditor if the total apprenticeship contract value exceeds £100,000 in any one financial year.
- Directly deliver part of the apprenticeship programme that is of substance.
- Maintain the relationship with the employer.
- Take full responsibility for the quality of all aspects of delivery and carry out regular quality assurance checks of their subcontractor's provision.
- Provide delivery sub-contractor declarations in line with ESFA dates and manage updates if arrangements or circumstances change during the year.

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### **3.0 LI Europe Ltd responsibilities:**

- The Centre Manager is responsible for the contractual arrangements with the Subcontractor and compliance with ESFA Funding Rules.
- The Programmes Director will oversee and hold overall responsibility for the selection and verification of subcontractor suitability.
- 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.

### **4.0 Learners' responsibilities:**

- Learners must treat subcontractors with courtesy and respect.
- Learners are expected to attend all courses where subcontracting provision is delivered to successfully pass the course, and/or gain the relevant qualification from the subcontracted organisation.

### **5.0 Related Policies**

LIEURAPP22001 – Apprenticeship Continuity Plan

LIEURAPP22002 – Equality and Diversity Policy

LIEURAPP22003 – Safeguarding Adults Policy

LIEURAPP22004 – Prevent Duty Policy

LIEURAPP22005 – Health & Safety Policy

LIEURAPP22006 – Concerns, Complaints and Compliments Policy

LIEURAPP22007 – Recognition of Prior Learning Policy

LIEURAPP22008 – Quality and High Standards in Apprenticeship Training Policy

LIEURAPP22009 – Employee Professional Development Policy

LIEURAPP22011 – GDPR Policy

LIEURAPP20014 – Safer Recruiter Policy

LIEURAPP22017 – Functional Skills Subcontracting Policy

LIEURAPP22018 – Intervention Policy

LIEURAPP22019 – Plagiarism and Malpractice Policy

LIEURAPP22020 – External Speaker Policy

LIEURAPP22021 – Bullying and Harassment Policy

LIEURAPP22022 – Additional Learning Support Policy

LIEURAPP22023 – Whistleblowing Policy

LIEURAPP22024 – Malpractice in Certification and Assessment Policy

LIEURAPP22025 – Recruitment of Ex-Offenders Policy

LIEURAPP22026 – Academic Appeals Policy

LIEURAPP22027 – Apprenticeship Code of Conduct

LIEURAPP22028 – Conflict of Interest Policy

Policies are reviewed in January on an annual basis.

Company Director \_\_\_\_\_ Date \_\_\_\_\_