

Subcontracting Rational & Fees Structure Policy

This policy outlines our rationale for working with subcontract Partners, how we will manage our relationship and how public funds will be distributed. It has been updated to reflect the current Sub-Contracting Funding Rules for DfE Funded Post 16 Provision.

Rationale for Sub-Contracting of Provision

Skills Office Network, including its training division Momentous Learning, will only consider subcontracting for any provision if it provides specialist training that has been requested and evidenced by industry specialists, employers whom we are engaged.

In first instance, we will explore operational capacity, capability and expertise to offer this directly. If it is evident that we are unable to provide the requirement and evidenced demand from employers for the training and that provides specialist skills, knowledge, and that enhances the apprentices experience and impact in their role we will consider subcontracting options and viability.

Executive Approval & Monitoring

Sub-Contract or Partner delivery will only be used to meet one or more of the following:

- enhance the knowledge, skills available to apprentices that can be applied and make an impact in their job role
- fill gaps in niche or expert provision, or provide better access to training facilities
- support better geographical access
- offer an entry point for disadvantaged groups.

At the start of each academic year, we will review all existing and any new proposed subcontracting relationships to ensure they meet one or more of these criteria. Approval At the start of each academic year by the SMT will use the above rationale, consider and subsequently approve, the role and contribution of each proposed sub-contract Partner. This will be documented in the appropriate Board minutes.

In year, any new or revised provision, will require approval of the CEO prior to any activity taking place. Any changes to provision will be subject to ratification by Governance and Quality Board at their next meeting.

Monitoring Day to day responsibility for implementation of this policy will be delegated to the Quality Manager They (or their deputy) will provide a full report on performance of each subcontractor at each Governance and Quality Board meeting. This will include any actions or interventions necessary to ensure Skills Office Network retains effective control of the provision.

Agreeing Costs with Employers & Individuals

We will agree a total cost for the programme with the employer or individual in advance. As part of our Employer Agreement and Partner Agreements, we clearly indicate how any government

funding, levy funding or employer contribution will be distributed and if a commercial course the agreed price.

Distribution of Funding / Pricing - Apprenticeship Programmes

To ensure internal oversight of apprenticeship delivery we will not sub-contract 'in full' apprenticeship delivery. We will only review the purchase of 'specialist' training that enhances the apprentices' knowledge, skills and behaviours and requested by industry/ employers.

For example, specialist Freight Forwarding courses offered by industry experts such as British International Freight Association (BIFA). In this instance if delivered by external practitioners we will agree a commercial / delivery price for the course and potentially utilise knowledge, skills, behaviours taught towards Apprenticeship Standard assessment plan and off the job hours.

We will ensure that the cost claimed by the subcontractor is reasonable and proportionate to the delivery of their teaching or learning and contributes to delivering high quality learning. We will undertake this by benchmarking price of similar industry training by comparative organisations if available.

Due Diligence

All Partners will undergo comprehensive Due Diligence checks prior to any contracting (see separate procedure). They will be selected based upon track record, specialism and location to ensure that we are able to effectively respond to learner and employer demand. If during the Due Diligence process, we identify any circumstances that may lead to an actual or perceived conflict of interest, we will, prior to any sub-contracted activity taking place, notify the DfE.

In relation to apprenticeship subcontracting the provider must meet DfE apprentice sub-contractor rules i.e. supporting provider on RoATP or any register that replaces the RoATP. All partners will need to provide an annual SAR and provide information in relation to other subcontracting agreements to ensure that not over DfE subcontracting maximum allocations.

Services Provided Partner Support and Capacity Building

We are committed to ensure all Partners develop and deliver high quality provision that meets the needs of learners and exceeds the expectation of employers.

This includes training and systems to ensure that public funds are used correctly. The support provided varies dependant on the needs of the individual organisation but will include some or all of the following:

- Completion of all data returns / ILR data via MIS System
- Preparation for External Inspection and/or External Audit
- Quality Consultant Support
- Access to high quality Safeguarding/ Prevent / E&D Training & Consultancy
- Self-Assessment & Quality Improvement Support
- Staff development resulting from Teaching & Learning Observations (Inc. Paired Observations)


The list of services and associated costs in the use of a subcontractor will be communicated to an employer prior to contract / agreement with an employer.

Payment Terms

In the purchase of commercial training/ apprenticeship delivered by partners we will adhere to their payment terms

Policy Review & Publication

The policy will be reviewed annually in July of each year and updated version published by end of October. The policy will be published at www.skillsofficenetwork.co.uk

Approved by (Director Name)	James Neilands
Director Signature	
Date	April 2025