



# Sub-Contracting Policy

## Policy Statement

The purpose of this document is to define the basis on which any subcontracting arrangements will be managed. Where appropriate, Whitby & District Fishing Industry Training School Ltd (WDFITS) will contract with other parties to deliver programmes and activities funded by the government through its funding bodies. The organisation with which it contracts will be subject to the requirements set out below.

## Scope

This policy will apply to all sub-contracted training activity undertaken by WDFITS. The policy applies to all supply chain activity supported with funds supplied by the Department for Education (DfE) or any successor organisations.

## Key Principles

This policy will be implemented in a manner that embraces our key principles of developing a culture of honest and open communication; encouraging creativity and innovation; recognising and celebrating achievement; striving to monitor, improve and review performance and putting learners at the heart of everything we do.

## Definition of Sub-Contracting

What is a lead provider?

A lead provider is a college, training organisation or employer that has a direct contractual relationship with the DfE.

What is a Sub-Contractor?

A sub-contractor is an organisation that is engaged in a contractual and legally binding arrangement with one or more lead providers to deliver provision that we fund. Sub-contractors may be informally called partners in the sector. However, for DfE purposes, they are classified as sub-contractors.

## Context

The policy is now a mandatory requirement that must be in place prior to participating in any sub-contracting activity. The content of this policy has been developed in line with, the DfE funding rules.

DfE defines a sub-contractor as an organisation that is engaged in a contractual and legally binding arrangement with a lead provider to deliver provision ultimately funded by the DfE.

WDFITS has a long history of working with select sub-contractors and partners to deliver high quality teaching and learning. WDFITS currently subcontracts with a small number of mainly established providers providing niche provision across North Yorkshire, Humberside and Northumberland which WDFITS does not currently provide itself. Our sub-contracted and partnership provision has included learner responsive delivery to apprenticeship provision, and learner responsive delivery to adult learners in a variety of settings.

Because of this, WDFITS will prioritise the engagement of sub-contractors that:

- Can demonstrate consistent delivery of the highest quality teaching and learning
- Can facilitate a high level of progression into employment or higher learning for our learners
- Are financially secure and can enter into a sustainable relationship with WDFITS
- Have or are committed to adopting robust quality assurance and improvement processes that complement those in place at WDFITS

Our sub-contracted and partnership delivery is overseen by senior management and supported on a day-to-day basis by the Operations Manager Officer.

### **Overarching Principle**

WDFITS will use its supply chains to optimise the impact and effectiveness of service delivery to the end user.

WDFITS will at all times undertake fair and transparent procurement activities, conducting robust due diligence procedures on potential sub-contractors to ensure compliance at all levels and to ensure the highest quality of learning delivery is made available, demonstrating value for money and a positive impact on learner lives.

### **Rationale for Sub-Contracting**

WDFITS has a strategic aim to minimise the level of sub-contracting entered into. WDFITS aim to use its funding allocations to support our local learners, employers and communities through direct delivery. Minimising levels of subcontracting also reduces the exposure to risk of poor performance by other organisations.

WDFITS will in the first instance consider direct delivery. However, WDFITS recognises the benefits that effective sub-contracting can bring in extending the range and accessibility of provision for learners and employers and will consider sub-contracting in the following circumstances:

- Where our existing employers or learners require additional provision which is beyond our existing scope or capacity

- Where subcontracting will allow us to meet short term needs of learners or employers without exposing us to the risks and entry and exit costs of setting up new provision
- For very specialist provision which WDFITS would not be able to adequately resource

### **Due Diligence**

Subcontractors will complete a WDFITS subcontractor application form with all relevant information requested to protect learners and to ensure the subcontractor is a legally, financially and educationally sound organisation, prior to a contract being signed.

### **Delivery Quality**

Subcontractors will ensure that all learners are given a course overview prior to undertaking training.

Tutors should identify what they want learners to achieve from the course and should discuss learner outcomes prior to delivery. This process should ensure that:

- Learners have the necessary aptitudes, attributes and abilities to help them successfully complete the course for which they undertaking.
- Any learning support needs are accurately identified.

Any identified support needs will be fed back to WDFITS, who will approve the additional support and any extra cost involved. Sub-contractors must have access to appropriate learner support arrangements. Where appropriate the assessment should also gather necessary information about health and medical records, previous relevant experience, depending on the nature of the course itself and specifically where the nature of the course presents significant health and safety issues.

All courses will have their content defined within a scheme of work and their sessions will be planned to use an appropriate lesson/session plan.

WDFITS staff will observe one teaching & learning session per year as a minimum and subcontractors will be required to observe their staff in accordance with their own policies and procedures.

Sub-contractors will register their learners with the appropriate examination boards within agreed timescales and abide by awarding body regulations.

Sub-contractors will maintain assessment and verification, and/or moderation arrangements that are consistent with the requirements of the awarding bodies.

## **Health & Safety**

Subcontractors must provide details on request to WDFITS, of how they ensure that facilities used to deliver learning meet all Health & Safety regulatory and legislative requirements, including where required specific risk assessments.

Subcontractor tutors must be capable of and must undertake activity and facility risk assessments at a frequency consistent with the type of activity and the nature of the facility being used.

## **Information, Advice and Guidance**

Subcontractors will be required to demonstrate that they provide information, advice and guidance (IAG) through a range of media outlets to a standard consistent with that offered by WDFITS.

## **Facilities and Resources**

All facilities and resources used must be “fit for purpose” and comply with all current Health & Safety legislation.

## **Safeguarding**

Sub-contractors will be required to have in place safeguarding arrangements which are consistent with WDFITS standards.

## **Policy and Procedures**

Sub-contractors will be required to demonstrate that they have robust quality audit arrangements in place, consistent with the requirements related to the activities undertaken.

Sub-contractors will be required to maintain, review and update policies and procedures in line with national legislation and as appropriate to the nature of their contract in the following areas:

- Health & Safety
- Equality & Diversity
- Safeguarding
- Sustainability
- Quality Assurance
- Data protection
- Financial management

## **Monitoring and review**

WDFITS will review this policy annually. This review will take place in October of each year, and any policy revisions will be completed and published prior to the commencement of the next academic year.

Any changes to the policy will be communicated to all subcontractors. Furthermore, WDFITS will distribute a copy of this policy to all potential new subcontractors and discuss it with them as part of WDFITS pre-contracting process.