

# **KETTERING TRAINING SERVICES SUBCONTRACTING STATEMENT**

## **Introduction**

Kettering Borough Council (t/a Kettering Training Services) are committed to only working with high quality subcontracted partner organisations that can provide niche provision that supports skills and economic development.

## **Purpose**

This subcontracting statement sets out how Kettering Training Services will apply fees and charges to contracts with organisations subcontracted to deliver training and education on our behalf and details how Kettering Training Services ensure any subcontracted provision meets high quality standards and limits risk.

## **Principles**

Kettering Borough Council (Kettering Training Services) operate as a Lead Provider and will therefore ensure that:

- Council agreed procurement policy and practice is applied to sourcing niche provision subcontractors, this will ensure that all potential subcontractors undergo rigorous checks including a financial health assessment, review the quality of teaching and learning, Ofsted reports, demonstration of value for money, and match employer and local skills priorities.
- The funding that is retained by us will be related to the costs of the services provided and will vary between 80-85%. These services and levels of funding will be documented in the subcontracting agreement and agreed by all parties.

## **Rationale for Subcontracting**

Kettering Training Services engages with subcontractors to meet employer's needs. Reasons for subcontracting are varied but could be:

- To provide immediate provision whilst expanding direct capacity. This might include working with subcontractors to explore the delivery of new standards, sectors or niche provision.
- To provide access to, or engagement with, a new range of employers.
- To support another provider to develop capacity/quality.
- To support employers with a wide geographic requirement.

## **Implementation**

Kettering Training Services will ensure that any subcontractor is subject to a rigorous due diligence process and:

- Is registered with the UK Register of Learning Providers;
- Is registered with the Register of Apprenticeship Training Providers (RoATP);
- delivers a high quality service;
- will not further subcontract provision to other colleges or training organisations;

- employs high calibre staff to deliver to learners and informs Kettering Training Services if these staff change;
- complies with Kettering Training Services policies and procedures;
- complies with the law e.g. Health and Safety, Data Protection, Equality and Diversity;
- is aware of the clear lines of responsibility and understands the consequences of any breach of contract;

Subcontractors will participate in:

- Safeguarding learners (including Prevent responsibilities)
- Equality and Diversity
- Regular unannounced quality assurance checks
- Short notice audit visits
- Observation of teaching and learning
- Performance meetings
- Learner satisfaction surveys

### **Quality Assurance**

Subcontracted activity is a fundamental part of Kettering Training Services' provision. The quality of the provision will be monitored and managed through our existing Quality Assurance policies and procedures. This policy positions subcontracted provision as a core part of our activity to ensure continuous improvement for both Kettering Training Services and its subcontractors. This will be achieved through the sharing of effective practice and helping improve delivery to our employers. Regular review meetings will be conducted to cover performance and quality assurance.

### **Management Fees**

As part of managing a high-quality subcontracted provision Kettering Training Services will incur costs to manage the subcontracting process. These costs will be in proportion to the level of pre-contract assessment, performance management and risk management associated with the subcontracted activity. In addition there will be costs associated with the quality assurance activity outline above.

The typical percentage retained to manage subcontractors is between 15% - 20% of all funding drawn down against the provision delivered. Each subcontractor will have itemised costs against the services being delivered, will detail how the services being delivered contribute to a high quality of delivery and why those costs are reasonable and proportionate to the delivery of the subcontracted provision.

Each subcontractor's performance and quality will be measured during a contractual year against a set of performance criteria, as detailed in their contract, which will determine the management fee set.

### **Publication of information relating to Subcontracting**

In compliance with the Education and Skills Funding Agency and other agency funding rules that apply, Kettering Training Services will publish its subcontracting fees and charges policy on its website.

### **Subcontracting Support**

The management fee deducted from allocated funds is used directly to provide a comprehensive programme of support and compliance measures to ensure that public

funds are protected and used effectively, and subcontractors are supported to develop their provision and expand their business. The level of support will vary dependent upon the needs of the individual subcontractor; however, Kettering Training Services will provide any additional support that we deem necessary to ensure the quality of teaching and learning and the success rates of any subcontracted provision continues to be outstanding.

**Payment Terms between Kettering Training Services and the Subcontractor**

Subject to accurate and supporting evidence to validate learning delivery, Kettering Training Services will make monthly payments to subcontractors which will be paid within 30 days of Kettering Training Services receiving their monthly payment from the Education and Skills Funding Agency and on receipt of an accurate invoice as detailed within the subcontractor’s contract. All funding claims must comply with the current Education and Skills Funding Agency Funding Rules and the terms of the contract between Kettering Training Services and the subcontractors.

Where funding claims cannot be substantiated, Kettering Training Services will adjust or reclaim any funds from the subcontractor and, where required, make an appropriate repayment to the Education and Skills Funding Agency.

Full details of payment arrangements for each individual contract are included in each Subcontractors contract. These include the detailed schedule for evidence submission and monthly financials deadlines, with specific dates.

**Contingency Plan in case of non-delivery**

In compliance with Education and Skills Funding Agency and other agency funding rules that apply, if a subcontractor withdraws from the agreement, or if a subcontractor goes into liquidation or administration, or are removed from the RoATP and / or The Register of Training Organisations, Kettering Training Services will directly manage the remainder of the agreed provision already being delivered.

If Kettering Training Services needs to withdraw from subcontracting arrangements, sufficient notice will be provided to allow sub-contractors to complete delivery of immediate provision.

Contracts with subcontractors clearly state conditions for termination and recovery of funding in case of non-delivery

**List of Sub-Contractors**

Learn2Print

Key Training and Learning Limited (KTL)

Policy review date:	