

PARTNERSHIP SOLUTIONS – SUBCONTRACTING POLICY

Date effective	Policy review date	Approver	
10/06/2026	13/05/2027	Christina Chambers	Head of Operational Excellence and Customer Experience.
ITT.POL.0076 V4	L.Hynes National Partnerships Manager		

Introduction

This document has been reviewed and approved by the Group's Governing Body in line with the organisation's Strategic Plan and will be reviewed annually to ensure it is current and relevant. In order to ensure that all stakeholders are clear on our strategic priorities with regards to sub-contracting, this document aims to set out our strategy moving forward in cohesion with our Group Vision

The Subcontracting Standard

Following reforms to subcontracting arrangements, the Education and Skills Funding Agency (ESFA) introduced the Subcontracting Standard for post-16 education and training from the 2022–2023 academic year. Following the closure of the ESFA in April 2025, responsibility for the Subcontracting Standard now sits with the Department for Education (DfE). Intertrain UK Ltd ensures full compliance with the DfE funding rules and the DfE Subcontracting Standard at all times.

The standard applies to providers subcontracting delivery of £100,000 or more across all DfE funding streams. Intertrain UK Ltd operates within the scope of these requirements and ensures full compliance with the Subcontracting Standard.

Intertrain UK Ltd is committed to demonstrating a clear and evidence-based educational rationale for all subcontracting activity. This rationale aligns with the organisation's strategic and operational priorities and is supported by a formal business case. This includes defined policy intent, business and delivery objectives, stakeholder engagement, and relevant labour market and skills needs analysis.

The standard applies to providers subcontracting delivery of £100,000 or more across all DfE funding streams. Intertrain UK Ltd operates within the scope of these requirements and ensures full compliance with the DfE Subcontracting Standard

Each year, the Senior Leadership reviews and approves a comprehensive business case and report outlining proposed subcontracting activity for the forthcoming year. Each potential learning aim identified for subcontract delivery is assessed against local, regional, and national skills priorities to ensure it meets an evidenced need.

In considering delivery models, Intertrain UK Ltd evaluates a range of options and associated risks for each learning aim:

- Determining that the provision falls outside the organisation's strategic priorities and should not be offered.
- Delivering provision directly, supported by appropriate investment in staffing, resources, and infrastructure.
- Engaging a subcontractor where direct delivery is not viable or where subcontracting provides clear added value, including:
 - Expanding and enhancing employer, customer and learner opportunities.
 - Addressing gaps in specialist or niche provision.
 - Improving access to facilities, expertise, or resources.
 - Increasing geographical access to provision.

- Supporting participation from disadvantaged or underrepresented groups.
- Promoting inclusive access, particularly for individuals with protected characteristics who may otherwise face barriers.

Where subcontracting is identified as the most appropriate approach to meeting skills needs and supporting access to education within communities, Intertrain UK Ltd will undertake a fair, transparent, and compliant procurement process. This includes inviting and assessing tenders from prospective subcontractors to ensure quality, capacity, and value for money.

All subcontracted provision is subject to rigorous due diligence, ongoing performance management, quality assurance, and financial monitoring. This ensures high standards of delivery, compliance with funding rules, and continuous improvement in learner outcomes.

Scope

This policy applies to all supply chain activity, including activity supported with funds supplied by the Department for Education (DfE) and any successor organisations. The policy will be reviewed annually and updated in line with any changes to DfE funding rules and the Subcontracting Standard. Any updates will be published on our website in accordance with requirements.

Context

To comply with contractual requirements set by the Department for Education (DfE) and any successor organisations, this policy is a mandatory requirement and must be in place prior to participating in any subcontracting activity. It outlines our commitment to ensuring that any provision delivered on our behalf by a subcontractor is of the highest possible quality and is designed to achieve the best possible outcomes for our learners.

Definitions

Lead Provider – A Lead Provider is a training provider, college, employer or organisation that has a direct contractual relationship with the Department for Education (DfE) or any successor organisation.

Subcontractor – Subcontractor is a separate legal entity that has a formal agreement (subcontract) with a Lead Provider to deliver provision funded by the Department for Education (DfE) or any successor organisation. A separate legal entity includes companies within the same group, associated companies and sole traders.

UKPRN – The Lead Provider and all Subcontractors must hold a valid UK Provider Registration Number (UKPRN) and be recorded on the UK Register of Learning Providers (UKRLP).

Responsibility

The National Partnerships Manager & Head of Partnership Solutions are the strategic leads for sub-contracting. The National Partnerships Manager has operational responsibility for the management and oversight of Intertrain subcontracting arrangements.

Overarching Principle

Intertrain will use its supply chain to optimise the impact and effectiveness of service delivery to the end user. The service will make sure that:

- Intertrain will ensure there is a clear educational rationale/business case for subcontracting which aligns to the corporate and operational strategies prior to entering a subcontract arrangement. The business case will set out the policy, business and operational objectives including consultation with stakeholders and undertaking research to determine the rationale. This rationale will consider the expectation of the DfE to reduce subcontracted provision. The business case will be presented and approved at an executive/board level for sign off.
- Supply chain management activities comply with the principles of best practice in the skills sector.
- Intertrain will undertake fair and transparent procurement activities, conducting robust due diligence procedures on potential Suppliers 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 learners.
- Intertrain will ensure any subcontractors understand and meet objectives in terms of skills, experience, resources and compliance with DfE requirements
- The money that is retained by Intertrain will be related to the costs of the services provided. These services, and the % being retained for them, will be clearly documented, and agreed by all parties. They will be proportionate to the actual services being provided.
- Intertrain will monitor the standard and quality of subcontracted provision using its own quality assurance processes including teaching, learning and assessment to ensure the subcontractor is at or working towards the highest OFSTED grade.

Where disputes between subcontractors cannot be resolved through mutually agreed internal resolution procedures, Intertrain will submit to an independent outside arbitration or mediation and abide by its findings. Contract documents will require both parties to agree that the achievements of subcontractors are attained through adherence to both the letter and spirit of contracts or partnerships. Signatories therefore commit that all discussions, communications, negotiations and actions

undertaken to build, maintain and develop the supply chain will be conducted in good faith in accordance with the Overarching Principle.

Rationale for Subcontracting

Partnership Solutions engages with sub-contractors to better meet customer needs. Reasons are varied but could be:

- **Enhancing Opportunities for Learners:** By subcontracting, we can provide learners with access to a broader range of opportunities, including specialised training and development programs that may not be available through the primary provider.
- **Filling Gaps in Niche or Expert Provision:** Our organisation has expertise in [specific area], which will fill existing gaps and provide learners with access to high-quality, niche training facilities and resources.
- **Supporting Better Geographical Access:** We are strategically located in [specific region], which will improve geographical access for learners who may otherwise face barriers to participation due to location constraints.
- **Offering an Entry Point for Disadvantaged Groups:** We are dedicated to supporting disadvantaged groups by providing them with entry points into apprenticeship programs, thereby promoting inclusivity and equal opportunities.
- **Consideration of Impact on Individuals with Shared Protected Characteristics:** Our programs are designed to be inclusive and considerate of individuals with shared protected characteristics, ensuring that all learners receive equitable support and opportunities.
- To ensure delivery intent is met where there is a recognised risk in relying upon direct provision
- To provide niche delivery where the cost of developing direct delivery would be inappropriate

Subcontracted provision will only be used where it is necessary to enhance learner access, specialist provision, capacity-building, or to meet short-term needs i.e skills shortages. Subcontracting arrangements for delivery outside the organisation's normal recruitment area should occur only in exceptional circumstances and must be evidence-based and approved through the internal governance process.

Intertrain UK Ltd may subcontract apprenticeship delivery to:

- Extend reach into niche sectors or geographic regions
- Access specialist expertise or facilities not available in-house
- Respond to employer demand where direct delivery is not feasible
- Support strategic partnerships that enhance learner outcomes

- Bring positive local community benefits and wider participation

The organisation will ensure that all subcontracted delivery complies with the Department for Education (DfE) Funding Rules for post-16 education and training and the DfE Subcontracting Standard. Providers must ensure full compliance with all relevant funding rules as published for the applicable funding year.

This policy is aligned to the Department for Education (DfE) Subcontracting Standard, which has been in force since August 2022. The Standard is designed to reduce risks associated with inadequate contract management, non-compliance with funding rules, and fraudulent or incorrect funding claims, and to ensure effective oversight of subcontracted provision.

Intertrain Fees

This policy is aligned to the Department for Education (DfE) Subcontracting Standard, which has been in force since August 2022. The Standard is designed to reduce risks associated with inadequate contract management, non-compliance with funding rules, and fraudulent or incorrect funding claims, and to ensure effective oversight of subcontracted provision (including high-quality teaching, learning and assessment).

Intertrain UK Ltd will make payments to subcontractors on a monthly basis, based on the funding received for each eligible learner. Payments are conditional upon the submission of accurate, complete, and timely evidence of learning activity for every learner. All funding claims must align with current funding rules and the contractual terms agreed between Intertrain UK Ltd and the subcontractor.

Where funding claims cannot be evidenced or are found to be non-compliant, Intertrain UK Ltd reserves the right to amend, withhold, or recover payments made or due. Where necessary, appropriate repayments will be made to the relevant funding body, including Mayoral Combined Authorities (MCAs) or other agencies.

The standard payment process is as follows:

- Subcontractors will receive authorisation to raise an invoice by no later than the 18th of each month
- Invoices must be submitted to the Intertrain UK Ltd Finance Team by no later than the 25th of each month
- Payments will be made by Intertrain UK Ltd no later than the 30th of each following month

The management fee applied to each subcontract will not normally exceed 20% of the total funding value. The exact percentage applied will be determined based on a range of factors, including:

- The scale and complexity of delivery
- The funding stream(s) involved
- The level of support required by the subcontractor
- The level of financial and delivery risk to Intertrain UK Ltd
- The geographical location and spread of delivery

Final fee levels will be agreed through formal commercial negotiations and clearly documented within the Subcontract Agreement. This will include a transparent breakdown of costs, including those associated with contract management, quality assurance, and compliance activity, demonstrating that fees retained are fair, reasonable, and proportionate to ensuring high-quality provision.

Where the agreed management fee falls outside the typical range outlined above, this will be clearly justified and formally recorded, including the rationale for the variation.

Intertrain UK Ltd Subcontractor Support and Capacity Building

Intertrain UK Ltd is committed to supporting all subcontracting partners to deliver high-quality education and training that meets learner needs and exceeds the expectations of employers and stakeholders. Through the retention of management fees, Intertrain UK Ltd provides a structured and comprehensive programme of support, oversight, and compliance. This ensures that public funding is used effectively, risks are managed appropriately, and subcontractors are supported to continuously improve and develop their provision.

The level and type of support provided will be tailored to reflect the specific needs, scale, and risk profile of each subcontractor and their learners. However, all subcontracting partners can expect to receive, as a minimum, access to the following support:

- A dedicated single point of contact through the Bids and Contracts Manager
- Ongoing contract management, administrative support, and performance monitoring through a named Contracts Officer
- Guidance and support relating to equality, diversity, and inclusion
- Quality assurance activity, including review and monitoring of teaching, learning, and assessment
- Monthly data reviews and performance monitoring meetings
- Quarterly financial performance reviews
- Support with the self-assessment process and quality improvement planning

- Access to staff development and continuous professional development opportunities
- Health and safety guidance and policy support
- Safeguarding, Prevent, and British Values advice and compliance support
- Support with awarding body requirements, including preparation for external quality assurance activity
- Information, Advice and Guidance (IAG) training and support
- Teaching, learning, and assessment observations, including developmental feedback
- Access to Intertrain UK Ltd's Virtual Learning Environment (VLE) for partners
- Learner access to the Student Portal where applicable
- Ongoing guidance to ensure compliance with funding rules and contractual obligations
- Regular updates on national policy, funding rule changes, and sector developments

Further details regarding performance monitoring, support arrangements, and subcontractor engagement can be found within the Intertrain UK Ltd Performance Management Process document for the relevant funding year.

Pre-Implementation

Upon commencement of the subcontracting process, Intertrain will ensure that the delivery subcontractors satisfy one of the following three criteria:

- They are on the published Apprenticeship Provider and Assessment Register (APAR) and have applied by the main or supporting provider application routes.
- They are either the apprentice's employer, a connected company or charity as defined by the HMRC and are on the published APAR, having applied through the employer-provider route; or
- They have applied to the APAR subcontracting exception process and been approved to be exempt from the requirement to be on this register and can produce written approval from the department confirming that the exception applies to them, including its duration.

And, in addition ensure:

- There is sufficient funding available within our funding allocations and the proposed delivery has a clear strategic fit within our mission, objectives and values and that it is in the best interests of the learners and employers.
- There are sufficient expertise and resources to quality assure the services and/or provision and to administer the processes and make alternative arrangements in the event of subcontractor failure to ensure continuation of provision.

- The subcontractor is approved by our Due Diligence Process and agrees to work within the terms of our contract and is willing to engage in a mutually supportive relationship.

Procurement Process

In line with our onboarding process, the first stage is the completion of the due diligence process to ensure that the subcontractor has robust financial, quality and learner support arrangements, in conjunction with up-to-date insurances and policies. Once the subcontractor has completed the questionnaire, this will follow our 4-stage process before being signed off by the National Partnerships and Contract Manager.

Each potential subcontractor will be required to complete a Supplier Selection Questionnaire (SSQ) which will include several key details including but not limited to:

- Supplier information including company name, registered address etc
- Information on which authority areas they currently operate in
- Previous experience including what provision have they delivered, including success data
- DfE/OFSTED requirements including information around enhanced DBS checks
- Experience of contract management processes
- Social value and sustainability
- Climate commitments and emissions
- Human rights labour and practices
- Business ethics and compliance
- Diversity, equality and inclusion

Following tender evaluation and where appropriate negotiation, Intertrain will ensure that an offer has been made which meets requirements in all aspects, including budgetary and capability, and consider that it is able to accept, offer and award the contract to a subcontractor who meets the contract specification.

A contract management plan will be arranged ahead of the contract award to set out how the obligations of all parties should be carried out effectively and efficiently.

Contract Management and Performance Monitoring

Upon successful appraisal, the subcontractor will be placed on an approved list of subcontractors and issued with a subcontract agreement to meet the agreed educational needs, that is achievable and affordable. In preparing for contract management and providing oversight, Intertrain will ensure that all awarded contracts are managed by staff within the organisation who have clearly defined roles that have been agreed as part of the overall considerations in producing the business case. These defined roles ensure that contract ownership is clear, with the budget holder, senior responsible owner and Contract Manager.

The organisation will manage subcontracting arrangements through a structured contract management framework that meets the Department for Education (DfE) Subcontracting Standard. This includes:

- Regular performance monitoring and quality assurance checks
- Verification of learner eligibility, delivery quality, and funding compliance
- Clear audit trails and documented oversight activities
- Access for DfE auditors and authorised assurance bodies, including reporting accountants, where required

Intertrain are responsible for the actions of all delivery subcontractors connected to, or arising out of, the delivery of services, which we subcontract. If the delivery subcontractor fails to deliver, Intertrain will make alternative arrangements for the delivery of education and training, protecting the audit trail and / or repaying the DfE.

Intertrain carry overall responsibility for the quality of apprenticeship training and on-programme assessment undertaken by each delivery subcontractors. If any delivery subcontractor undergoes a change of circumstances that affects its ability to continue to deliver under a subcontract with Intertrain, we will make alternative delivery arrangements for each apprentice affected by this, in agreement with their employer.

Change of circumstances include going into liquidation or administration, key delivery staff leaving the organisation, or removal from the Register of Apprenticeship Training Providers. The change of delivery arrangements must be recorded in the written agreement between Intertrain and the employer.

Use of Subcontracting Apprenticeship Provision to Employers

Before each subcontracting relationship is agreed, the reason for subcontracting and all services Intertrain will provide, and associated costs will be described to each employer or potential employer. This will include:

- Specific costs for managing the subcontractor
- Specific costs for quality monitoring activities and specific costs for any other support activities offered by Intertrain to the subcontractor
- Detailed explanation of how costs are reasonable and proportionate to delivery of the subcontracted apprenticeship training

All costs will be individually itemised and describe how much each cost contributes to delivering high quality training.

If Intertrain and an employer agree the use of delivery subcontractors, Intertrain will ensure there is a written agreement in place with each employer that sets out the following for the delivery of their:

- The apprenticeship training and/or on-programme assessment that will be directly delivered.
- The amount of funding Intertrain will retain for the subcontracted delivery
- The training and/or assessment that each delivery subcontractor will contribute to the employer's apprenticeship programme.
- The amount of funding Intertrain will pay each delivery subcontractor for their contribution.
- The specific amount of funding Intertrain will retain to manage and monitor each delivery subcontractor.
- The specific amount of funding Intertrain will retain for each other support activity we will provide to each delivery subcontractor.
- The specific amount of funding Intertrain will retain for the monitoring we will undertake to ensure the quality of the apprentice training and/or on-programme assessment we have contracted each delivery subcontractor to carry out.
- A detailed description of how the funding retained for each activity contributes to delivering high quality training and how the funding retained is reasonable and proportionate to delivery of the apprenticeship training.
- Any actual or perceived conflict of interest between Intertrain and any delivery subcontractor. For example, where Intertrain and a delivery subcontractor are part of the same group, share common directors, or senior personnel, or where Intertrain will benefit financially from using a particular delivery subcontractor.

Second-Tier Subcontracting Rules

Intertrain will not agree the use of any delivery subcontractor where this would require subcontracting apprenticeship training and/or on-programme assessment to a second level. All delivery subcontractors must be contracted directly by the approved delivery subcontractor. The restriction on the level of subcontracting is in place to ensure that:

- Intertrain retain clear and transparent accountability for the quality of training provision.
- That correct and appropriate controls are in place to manage the apprentice experience.
- That value of money is achieved by mitigating funding being utilised for multiple tiers of subcontractor management.

Quality Assurance

Subcontracted activity forms a key part of Intertrain UK Ltd's delivery model. All subcontractors will be subject to a rigorous due diligence process prior to approval, ensuring alignment with Department for Education (DfE) requirements, funding rules, the Subcontracting Standard and agreed quality expectations.

The quality of the provision will be monitored and managed through existing Quality Assurance processes and procedures, to fully encompass all sub-contracted activity. This policy positions sub-contracted provision as a core part of Intertrain to enable continuous improvements in the quality of teaching, learning and assessment for both Intertrain and its Suppliers.

The overriding principal for the Partnership Solutions Approved Supplier Scheme (PASS) programme is to provide assurance to Intertrain that any third-party Supplier delivering training services to our customers, on behalf our clients are doing so to the expected standards and expectations.

To support this, a bespoke quality and compliance framework has been created, and framework provides a foundation for the auditing programme to be established. A Quality Monitoring Visit (QMV) is an audit conducted by Partnership Solutions Quality Assurance Managers on behalf of the Head of Partnership Solutions. To enable this to occur a bespoke quality and compliance framework has been created, this framework provides a foundation for the auditing programme to be established; known as Quality Monitoring Visits [QMV]. The QMV is a second party audit conducted by Partnership Solutions Quality Assurance Managers on behalf of the Head of Partnership Solutions.

The QMVs are a combined audit, which includes an evidence-based review of the Approved Supplier's management systems, working practices and direct observation of Teaching, Learning and Assessment (TLA).

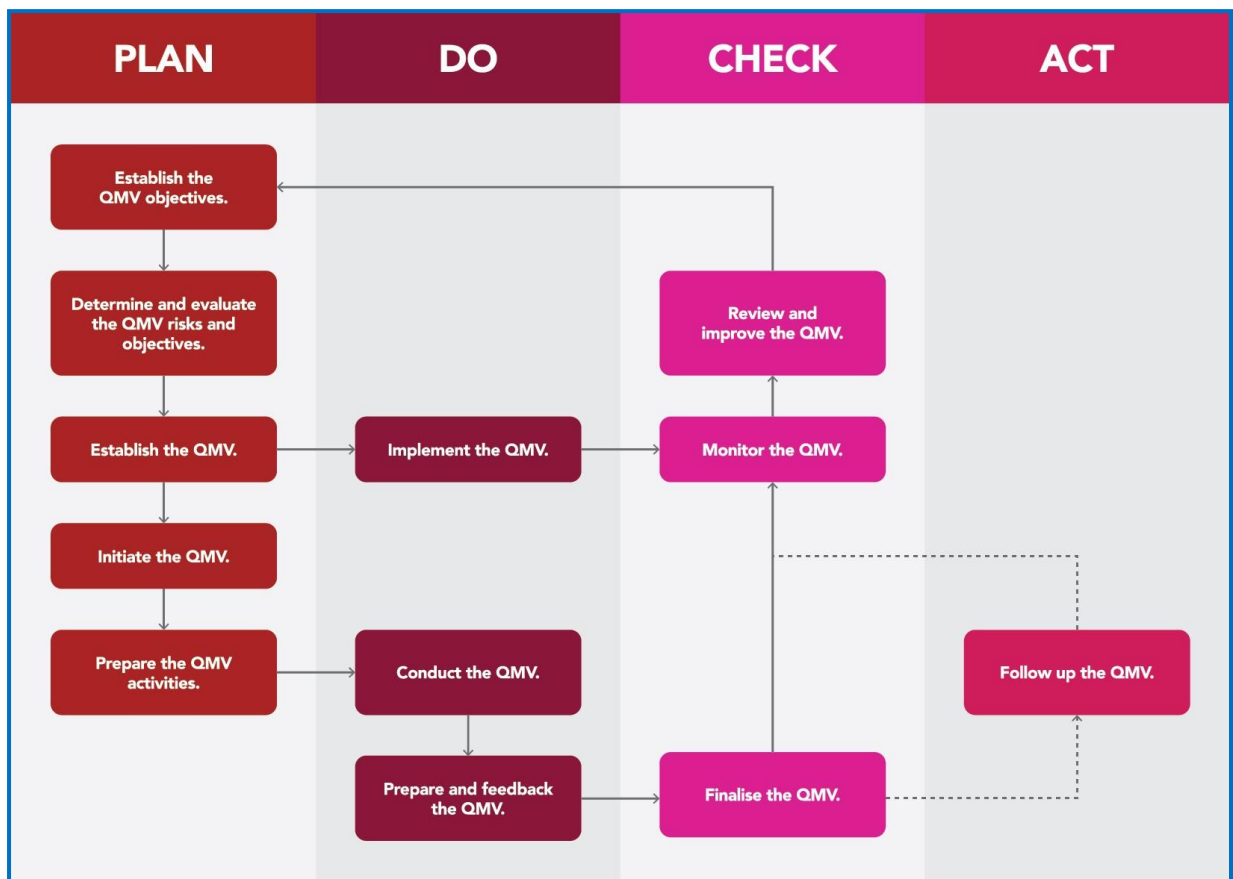
Due to the complexity involved with auditing external suppliers, the framework and processes have been created to focus on the most important requirements. The PASS programme has been designed to allow all Approved Suppliers the opportunity to succeed in the following areas:

- Organisational objectives
- Relevant external and internal issues
- The needs and expectation of relevant interested parties
- Information security and confidentiality requirements
- Scalability of audit process and requirements

The PASS programme has been developed to ensure that a robust auditing programme is achieved using the model Plan, Do, Check and Act cycle. This process supports the PASS programme, and further references will outline the processes and procedures to ensure that the following is achieved:

- Objectives for the audit programme.
- Risks and opportunities associated with the audit programme.

- The scope of the audit programme.
- The schedule (number/duration/frequency) of the audits.
- The audit types and methods of audit
- The audit criteria.
- Audit methods to be employed.
- Criteria for selecting audit team members.
- Relevant documented information to the process.
- The implementation of the audit programme.
- The managing of the audit programme.
- The Monitoring, evaluation, impact and reviewing of the audit programme.



NOTE: This figure illustrates the application of the Plan-Do-Check-Act cycle in this document.

Safeguarding and Prevent

Intertrain is committed to promoting the welfare of children and vulnerable adults, as defined in the Children Acts 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006, and the Children and Families Act 2014, and to upholding its legal responsibilities as a further education institution as set out in the Education Act 2002.

Furthermore, Intertrain is committed to operating in line with the statutory frameworks outlined in Keeping Children Safe in Education and Working Together to Safeguard Children.

Intertrain staff play an important role in safeguarding, as they are well placed to identify concerns early, provide appropriate support to children and vulnerable adults, and prevent issues from escalating.

It is the responsibility of all delivery subcontractors to provide a safe environment in which children and vulnerable adults can learn. All staff members are expected to be aware of their duty to report concerns, the guidance for identifying child abuse, what to do if a child or a vulnerable adult makes an allegation of child abuse and issues about confidentiality.

The Prevent Duty applies to subcontracted provision which requires all delivery subcontractor to have due regard to the need to prevent people from being drawn into terrorism.

All further education providers must comply with relevant legislation and any statutory responsibilities associated with the delivery of education and safeguarding of students, including those receiving provision under a subcontracting arrangement.

All staff and contractors who come into direct contact with learners must undertake training about safeguarding and Intertrain's internal procedures. All delivery subcontractors must have in force a Safeguarding Policy, procedure and accompanying guidance which must be issued to all new staff as part of their induction and when updated and revised, to be re-issued to all staff with updates communicated, as necessary.

All staff involved with direct involvement with subcontracted provision must complete training for Safeguarding and Prevent biannually. Intertrain will monitor this closely and request for evidence of completion certificates for each staff member involved – this includes those who are new and existing to the delivery team of the subcontracted provision.

Payment Terms

Payment terms between Intertrain and delivery subcontractors will be detailed in the agreement, but the settlement will not exceed 30 days following the date of receiving the approved invoice from the delivery partner, unless a dispute arises.

Publication of Information Relating to Subcontracting

In compliance with Department for Education (DfE) funding rules, Intertrain UK Ltd will publish its subcontracting fees and charges policy, together with actual end-of-year subcontracting fees and charges, on its website prior to the start of each academic year. End-of-year data will be published in accordance with DfE requirements.

This will relate only to provision subcontracting, defined as the subcontracted delivery of full programmes funded by the public purse. It will not include the procurement of services that support programme delivery (for example, purchasing delivery of a component of an apprenticeship or outreach support

Intertrain will ensure all actual and potential Suppliers have sight of this policy and any other relevant documents both prior to any subcontracting agreement and prior to delivery.

Intertrain will retain a % of all funding drawn down against the provision to be delivered. This figure represents the total cost that Intertrain incurs in effectively identifying, selecting, and managing all subcontracted provision. This covers the cost to Intertrain of any additional support that Intertrain deems necessary to ensure the quality of teaching and learning and the success rates of any subcontracted provision. Intertrain will also promote sharing of good practice across the partnership and help improve delivery to our customers. Monthly action points will be corresponded to the subcontract partner to cover performance, payments, and quality monitoring matters. Regular reviews meetings will be conducted to cover the action points monitoring.

The transfer rate % applied under each agreement with a sub-contractor shall in most cases, be no more than 20% and will be determined by the scale and complexity of the delivery model, funding stream, level of support required by the sub-contractor, level of risk to the Group, geographical location and spread of the sub-contractor. Exact rates to be deducted will be individually agreed with each sub-contractor through commercial negotiations.

100% of the discretionary learner support funding and/or bursary funding is paid to subcontracting partners.

Payment terms between Intertrain and Suppliers will be detailed in the agreement but will not exceed 30 days following receiving the approved invoice from the sub-contract partner.

Communication and Transparency

Ahead of each funding year we intend to publish this policy after a full review, and it will be signed off by the person charged with overall responsibility for the organisation in the governance structure.

- This policy is published on the Intertrain UK Ltd website
- Subcontracting arrangements are declared to the DfE
- Learners and employers are informed at the outset

Fraud, Irregularities and Whistleblowing

All staff, subcontractors and delivery partners must report any suspected fraud, financial irregularity or non-compliance. To notify Intertrain UK Ltd of suspected fraud or irregularities, please refer to Intertrain's Whistleblowing Procedure.

Reporting requirements align with Department for Education (DfE) expectations to prevent the misuse of public funds under subcontracting arrangements.

Contingency Plan

If either business unit within Intertrain, or the sub-contractor withdraws from an agreement, Intertrain will take steps to ensure provision is made to enable learners to continue with their learning

Related Documents

- Apprenticeship Subcontracting Statement
- Procurement Policy
- Contract Management Policy
- Subcontractor Management Fee Policy
- Whistleblowing Procedure

Appendix 1 - Risk Management Measures

All partners of Intertrain will be tiered on the below measures as part of the onboarding process. The tiering system is used to measure the risk to the business using a particular Supplier. The tiering grades are reviewed annually as we understand some of the measures are subject to change over time.

Measure	Low Risk Score 1	Medium Risk Score 3	High Risk Score 7
Length of Trading	More than 7 years	2 - 7 years	Less than 2 years
Financial Stability	Outcome of Financial Assessment through accounts information is low risk	Outcome of Financial Assessment through accounts information is medium risk	Outcome of Financial Assessment through accounts information is high risk
Staff Experience & Qualifications	More than 7 years teaching & sector experience. All have teaching qualifications	2 - 7 years teaching & sector experience. Most have teaching qualifications	Less than 2 years' teaching & sector experience. Few have teaching qualifications
Experience of Delivering Training	More than 7 years	2 - 7 years	Less than 2 years
Insurance Cover	£10m Employer Liability £5m Public Liability	£2 - £9.9m Employer Liability £2 - £4.9m Public Liability	Up to £2m Employer Liability Up to £2m Public Liability
Type of Provision	Short Provision Non-Specialist	3 - 12 Months Provision Fairly Specialist Apprenticeship (1-2yr) Study Programme	12 Months+ Provision Specialist NEET Apprenticeship (2+yr)
Previous FY Achievement/Pass/Retention Rates	95% +	85 – 94.9%	84.9% or less
All Required Policies in Place	Yes & fit for purpose	Mostly – some key information missing	Many missing or lots of key information missing or not fit for purpose
Dealing with Contractual Underperformance	Good response, clear understanding of effective contract management	Satisfactory response with reasonable understanding of contract management	Poor response, not provided enough information or lacking knowledge
Meeting Needs of Customers	Good response, clear understanding of customer needs	Satisfactory response with a reasonable understanding of customer needs	Poor response, not enough information, lacking knowledge
Provision Fits with Intertrain's Strategic Direction of is of interest to Intertrain	Yes	Mostly	No
Other Risk Factors: Acting upon feedback, bankruptcy, convictions	Good responses, no risk, no convictions etc.	Good responses, evidence of action being taken, little risk of reoccurrence	Little evidence of actions being put in place, high risk to Intertrain

Appendix 2 – Quality Monitoring Framework

The handbook provides our Suppliers a detailed explanation of the Partnership Solutions Approved Supplier Scheme [PASS] and the Quality Monitoring Visit [QMV] process and requirements.

The document details the expectations and activities used to conduct quality monitoring of our suppliers to ensure the highest standards of delivery are being provided to our customers.

Our learners and customers are at the heart of everything we do. As part of our commitment to our stakeholders, we must ensure that our Suppliers deliver education programmes in line with our standards, and the expectations of learners and employers.

A robust and detailed framework has been created which focuses on the key areas required for quality standards within any educational setting. This framework provides the foundation for the Quality Monitoring of Suppliers and the QMV process.

The QMV process is designed to allow assurance managers the opportunity to gather evidence of the quality of Suppliers under the scheme and to provide our Suppliers support, guidance and quality development advice as part of our working collaboration.

Upon successful completion of the QMV process, Suppliers will be provided with a PASS Credential. This can be used by the supplier and Partnership Solutions as evidence that quality is being achieved and maintained within the provision, in line with the sub-contracting agreement.

Partnership Solutions and the Assurance Managers understand that our Suppliers vary in their size, amount of delivery, type of provision and industry. Assurance Managers will take account of this when gathering evidence during a QMV. The framework has been designed to allow all suppliers under the scheme and equal opportunity to achieve success, whilst maintaining a set standard of expectations and allowing valid, reliable, accurate and fair outcome decisions for credential awarding.

A copy of the Quality Monitoring Framework is provided separately.