

Apprenticeship Subcontracting Policy

Dynamo Healthcare Training is a well-established, high quality Apprenticeship training provider based in Cornwall. We aim to expand our offer to employers through establishing subcontracting arrangements with specialist Apprenticeship training organisations that can enhance our offer to employers through niche provision.

Our subcontracting strategy:

Goal 1: Provide an outstanding experience which enables learners to succeed in their qualification goals, progress to the highest levels of learning and fulfil their career goals.

Goal 2: Create a fulfilling teaching and learning environment, that supports a variety of learning styles and encourages reflection. To continually monitor, update and improve our teaching practices to provide the best quality provision to our learners.

Goal 3: Offer a curriculum that not only provides the skills needed for successful careers, but also supports and develops the whole person towards being an active, effective and valued member of their community. Encompassing an ethos of sustainability and community participation.

Goal 4: Seek new ways to promote equality, diversity and inclusivity in all our operations, ensuring they are fully embedded into the curriculum for all students, and aspiring to parity of recruitment, achievement and opportunity for both students and staff.

Goal 5: Become a provider of choice for more employers to meet not only their training and workforce requirements, but other business-development needs. Expand our offer and continue to support employers to meet their workforce development needs.

Goal 6: Continue to promote our social and environmental values with learners, employers and stakeholders to the drive towards net zero carbon.

In line with the DHCT mission and aims, we will consider a subcontractor arrangement where another organisation can provide:

- Training linked to specific employer demand – primarily throughout Cornwall and the South West region
- A niche service, emerging market or expertise working with a specific learner group
- Specialist resources or expertise, not available at the college

This policy applies to all subcontracted provision supported with the funds supplied by the ESFA. The Subcontracting Policy is a mandatory requirement for subcontracting activity. The policy's content has been developed to comply with the ESFA Apprenticeship Funding and Performance Management Rules and the ESFA Funded Adult Education Budget (AEB) Funding and Performance Rules for Training Providers; 1st August 2021 to 31st July 2022 and to comply with any future updates to the funding rules to cover the period of this policy.

DHCT has robust partnership management processes in place that are subject to internal and external audit, with an annual Certificate of Assurance for Subcontracting.

The following outlines the process followed:

- All subcontractors delivering apprenticeship provision must be on ROATP as a supporting provider to access apprenticeship funding.
- All subcontractors will be subject to due diligence before being issued with a contract and, where relevant, are subject to the financial health checks as laid out in the ESFA subcontractor guidance.
- All subcontractors must meet high quality standards and Ofsted requirements.
- All subcontractors must provide evidence of financial viability

Any subcontractors who do not meet the requirements of the ESFA and Ofsted will be removed from the arrangement.

DHCT has robust subcontractor management processes in place that have been subject to external and internal audit. All enrolments are subject to rigorous eligibility checks including: checking ID, residency and right of abode and prior attainment via the Personal Learning Record (PLR). We share the (ILR) data with the subcontractor for double funding checks and regularly checks the Funding Rules Monitoring Reports (FRM02).

Fees and Payments

For the provision of apprenticeships, DHCT agrees to pay the subcontractor an agreed fee per apprentice. This charge is recorded in the contract and is set for the duration of the contract.

Charges are reviewed annually and updated in line with any changes to the apprenticeship standard.

Payment Arrangements

The subcontractor will invoice on a monthly basis for the agreed amount and payments will be made monthly or as agreed with the subcontractor and will be reviewed quarterly.

- Following the validation of evidence in the ILR return DHCT will make the appropriate payment to the subcontractor and any adjustments for reconciliation.
- Specific payment profiles will be attached to each contract.

Support for Subcontractors

For new subcontractors, monthly reviews will be conducted by the Curriculum Manager for Apprenticeships and the subcontractor to identify any day-to-day operation and administrative issues. All subcontractors will be subject to regular review.

In addition to working within DHCT's own quality assurance processes, subcontractors will be subject to additional quality checks.

- Initial Quality and Curriculum Visit: before a contract is given, a quality and curriculum representative will visit a partner provider and complete the initial quality assessment report.
- Partner standardisation events on developing and embedding good consistent practice, safeguarding, reviews and PREVENT.
- Any actions will be highlighted in the quarterly partner review meetings. If the partner is classed as high risk, the curriculum manager will put actions in place and monitor these monthly to ensure success.

- Annual unannounced visit: a quality/curriculum representative will undertake an unannounced visit to ensure ESFA and Ofsted requirements are being met.
- Self-Assessment: support with the completion of the annual SAR cycle.
- Review of tracking and predicted achievement rates on a monthly basis.

Policy review and communication

DHCT will review this policy annually. Any changes to the policy will be communicated to existing subcontractors at the contract management meetings. The policy will be discussed with new subcontractors prior to their engagement. An up-to-date copy of this policy will be posted on DHCT website.

Duties within DHCT

Nominated member of staff with strategic lead responsibility for subcontracting:

- Director and CEO

Nominated members of staff responsible for performance management of subcontractors:

- Curriculum Manager for Apprenticeships
- Office Manager

Subcontracting Contingency Plan 2021-2022

In the event that the DHCT needs to withdraw from a subcontract arrangement, a subcontractor withdraws from the arrangement or a subcontractor goes into liquidation or administration, DHCT will take steps to ensure that provision is made to preserve the continuity of the provision and learners involved are able to complete their qualifications. A contingency plan for all DHCT subcontracting provision is produced annually.