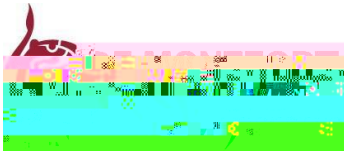


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1 Introduction and purpose

1.1 De Montfort University offers higher and degree level apprenticeships to employers covering a range of subject areas. The university undertakes to deliver higher and degree apprenticeships with the intention of delivering all parts of the programme itself. However, this may not always be possible. The University undertakes subcontracting agreements as part of its apprenticeship offer where one or more of the following aims are to be met:

To enhance the opportunities for learners;

To fill gaps in niche or expert provision, or to provide better access to training facilities;

To support better geographical access for learners;

To offer an entry point for disadvantaged groups; or

To give consideration of the impact on individuals with shared protected characteristics

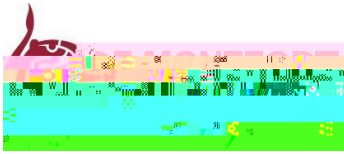
1.2 The University operates its apprenticeship subcontracting arrangements in-line with the Education and Skills Funding Agency (ESFA) apprenticeship funding rules and associated guidance for subcontracting with delivery partners. The University operates apprenticeship subcontracting where the University acts as the lead training provider and sub-contracts specialist training to a partner institution for delivery. In these circumstances, the University retains the oversight of the whole apprenticeship.

1.3 The purpose of this policy is to provide accurate and comprehensive information to external agencies and potential apprenticeship sub-contractors on how the University procures its subcontracted services, the applicable supply chain fees and charges used and how quality will be managed and monitored. The policy aims to ensure transparency and equitability around subcontracting and the associated retained fees.

2 Scope and context

2.1 This policy governs the apprenticeship subcontracting provision within the University and applies to all ESFA funded provision which the University subcontracts. The Apprenticeships Subcontracting Policy is a mandatory requirement for subcontracting activity. The University operates its apprenticeship subcontracting arrangements in-line with ESFA apprenticeship funding rules and associated guidance for subcontracting.

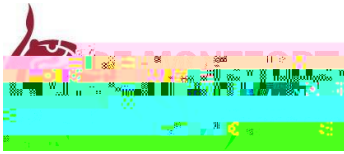
2.2 The University recognises that it holds full accountability for the delivery of subcontracted activity and that this cannot be assigned to subcontractors.



programme (e.g. infrequent updates, poor student progress, student or employer complaints). These will also trigger an immediate review meeting.

7 Contracting arrangements

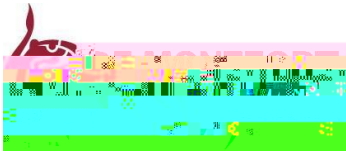
- 7.1 The University has a standard legal agreement template for apprenticeship subcontracting and this is used/adapted for all subcontracting agreements. Agreements are signed after approval has taken place, and before the subcontracting arrangement commences. The requirements of this policy form part of that contractual agreement. It will be signed by the subcontractor and the University. Terms and conditions will be agreed and included in the contract. The University, Ofsted and the ESFA are granted full permission and rights to monitor the quality of training being provided and visit the subcontractor at their premises,
- 7.2 The University retains responsibility for all of the actions of our delivery subcontractors that are connected to, or arise out of, all the apprenticeship training and on-programme assessment that is subcontracted to them.
- 7.3 In accordance with ESFA funding rules, as the lead training provider the University will undertake a substantive portion of the delivery of any apprenticeship where a subcontracting arrangement is in place.
- 7.4 The University shall only use delivery subcontractors who satisfy one of the following two criteria:
 - a. they are on the published RoATP and have applied by the main or supporting application routes.
 - b. they are either the employer, a connected company or charity as defined by HMRC and are on the published RoATP, having applied through the employer-provider application route.
- 7.5 Serial subcontracting is not allowable under the apprenticeship funding rules. Therefore, as the lead training provider, the University will take steps to ensure that any subcontracting arrangement it enters into with a delivery subcontractor, does not require this type of arrangement.
- 7.6 The University is required to obtain an external report where



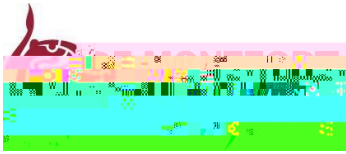
8.2 All new subcontractors will be subject to an initial visit to confirm approval of appointment as a subcontractor.

8.3 In order to allow for appropriate oversight and support of quality of delivery, the following measures are currently in place to monitor subcontractors:

Quarterly performance quality reviews which include a review of the subcontractor's Quality Improvement Plans (QIPs)

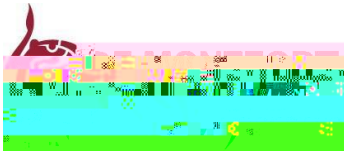


Employment law & appeals



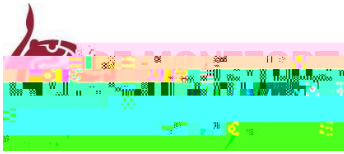
Agreement.

11.2



15 Contingency planning

15.1



Any risks or issues identified and mitigating action taking place
Updates on any previously reported issues
Any changes to the planned reviews for the rest of the year.

16.3 Each year the Education Inspection Framework