



## **Apprenticeship Sub-Contracting Policy** **2023/24**

### **Introduction**

Leeds Beckett University (the “University”) offers a number of opportunities for individuals who want to pursue a Degree Apprenticeship. Our Apprenticeships are developed with businesses to suit their organisational needs and the University is dedicated to providing a high quality of training for those Apprentices.

The University sub-contracts work undertaken as part of the delivery of Apprenticeships in the limited circumstances set out in this Policy.

### **Scope**

This Apprenticeships Subcontracting Policy is a mandatory requirement for subcontracting activity pursuant to the ESFA Apprenticeship Funding Rules for Main Providers and associated guidance for sub-contracting. This policy applies to all subcontracted provision funded by the Education Skills Funding Agency (ESFA),

The University is fully accountable for the delivery of any sub-contracted activity and recognises that this cannot be assigned to subcontractors. [Apprentices] who are supported through our sub-contracting arrangements are told about the subcontractor’s role and responsibilities in delivering the apprenticeship programme.

### **Reason for Sub-Contracting**

The University develop Degree Apprenticeships with the intention of delivering all parts of the programme itself, without the use of subcontractors. The University will only agree to subcontract delivery of any part of an Apprenticeship if the University feels it does not have the ability to deliver an essential part of the Apprenticeship. The ESFA require all learners undertaking an Apprenticeship to hold level 2 or above Functional Skills Maths and English qualifications in order to meet the apprenticeship gateway. Where an Apprentice does not hold these certifications, the ESFA fund Apprentices to achieve these qualifications. The University primarily delivers education at level 5 and above. The University therefore subcontracts the teaching delivery and examinations for level 2 Functional Skills Maths and English to specialist third party subcontractors to provide expert provision to meet the apprenticeship gateway criteria established in the ESFA Apprenticeship Funding Rules.

### **Selection, approval, and monitoring of subcontractors**

The University subcontracts the teaching delivery and assessment for level 2 Functional Skills Maths and English to specialist third party subcontractors, who are listed on the Register of Apprenticeship Training Providers, , to provide expert provision to meet the apprenticeship gateway criteria established in the ESFA Apprenticeship Funding Rules. A written legally binding agreement shall be put in place between the University and any specialist third party provider , which meets all the criteria set out in the EFSA Apprenticeship Funding Rules. Details of the subcontractor are recorded in the University’s Individual Learner Records data returns and subcontractor declarations submitted to the EFSA in line with the ESFA Apprenticeship Funding Rules.

The University shall only subcontract the delivery of level 2 Functional Skills Maths and English teaching and learning to reputable and specialist third party providers who are considered to be well placed to provide this delivery. The University has the knowledge, skills and experience to contract and manage delivery of subcontractors both generally and more specifically in the context of apprenticeship delivery. As the Main Provider, the University undertakes due diligence to ensure the quality of the subcontracting activity, compliance with the ESFA Apprenticeship Funding Rules and that subcontractors are selected on quality, capability, capacity and a good financial standing. The due diligence process and results are available for inspection by EFSA and employers.

In order to monitor and improve the quality of subcontracted provision and manage risks on subcontractor capability and capacity the University will ensure that:



- on an ongoing basis, regular review meetings will be scheduled between the University and the subcontractor on at least a monthly basis;
- seek and encourage feedback from Apprentices and employers which will be shared with subcontractors;
- monitoring visits take place at least once a year.

### **Fees**

The University will pay the subcontractor for each Level 2 Functional Skill delivered to each Apprentice pursuant to ongoing contractual arrangements. Fees and charges will be in line with ESFA Apprenticeship Funding Rules and standard University payment terms.

The University does not charge a fee for subcontracting apprenticeship training provision.

### **Review of this Policy**

This Policy is reviewed annually ahead of each funding year and signed off by the University Registrar and Secretary, who has overall responsibility for the University's governance structure. The updated Policy will be published by 31 October each year.

**Andrea Bolshaw**

**Interim University Registrar and Secretary**

**Academic year 2023/24**