**Sub-contracting Contingency Plan**

**See individual sub-contractors’ annual contract which stipulates specific actions to be taken.**

The following actions to be considered dependent on the type of learning – AEB, FE, Apprenticeships:

If action required is in response to a temporary situation, then a specific contingency plan will be developed and implemented. Examples could be - short term EQA action; provider building unavailable; provider staff unavailable; poor College audit result on subcontractor

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| **Area** | **Details** | **WITHDRAWAL: Action required to transfer all learners and provision to College or alternative provider eg removal from RoATP, ROTO** |
| Individuals | To ensure continuity of learning | Notify learners of transfer; arrange for College or other provider to finish delivery of programme; communicate with learners; carry out transfers to new provider/College |
| Employers | To ensure continuity of learning | Notify employers of transfer; complete any new paperwork required; ensure any new relationships required are implemented |
| Funding | To ensure correct funding is allocated and to reclaim any overspend | Review all funding allocations to date against starters, learners, BiL, etc to ensure that funding payments to subcontractors are accurate; pay or reclaim any funding within agreed timescales |
| Fees  | In relationship to apprenticeships - To ensure correct fees are allocated and to reclaim any overspend | Review all fees allocations to date against starters, learners, BiL, etc to ensure that funding payments to subcontractors are accurate; pay or reclaim any fees within agreed timescales |
| Fees  | In relationship to College subcontractor fees - To ensure correct fees are allocated and to reclaim any overspend | Review all management fees retained to ensure that funding payments to subcontractors are accurate; pay or reclaim against any fees within agreed timescales |
| GDPR | To ensure GDPR compliance | To agree with the provider what College or personal data requires deleting or returning to the College and carry out within an agreed timescale |
| Qualifications | To ensure qualifications are claimed and information transferred where appropriate from subcontractor to College or new provider | Ensure that any qualifications awarded through the external partner - evidence is provided of qualifications achieved including copies of certificates, awarding body centre number, EQA evidence, individual learners information awaiting awarding body confirmation of achievement, etc;  |
| Evidence | To ensure evidence of all delivery compliance and to ensure learners can continue, achieve and be claimed | Ensure for all learners on programme that evidence of all FE, apprenticeship or AEB learning is provided and transferred to the new provider to ensure the learners can continue, progress and achieve. This could include learner files/portfolios/evidence (paper based or online), IQA evidence, EQA evidence, registers, learner support records. |
| College documents | To reclaim all copies and originals of correspondence, documents, papers and other property belonging to the College | The College would identify a list of requirements that the subcontractor must abide by as per the subcontractor contract |
| Anything else required | Specific to the contract and provision | Identify and ensure that the subcontractor provides anything specific to the contractor or provision required to enable learners to progress and achieve and funding compliance to be maintained. |