**Subcontracted Provision**

**Curriculum Teams Requirements**

DN Colleges Group is responsible for the leadership and management of subcontracted provision. Provision must meet College expectations in terms of quality and outcomes and be managed in line with all College departments, teams and staff including provision to College CPD opportunities.

**Contracts Team Responsibilities**

Key responsibilities include:

* Seeking SLT and Governors approval annually for subcontracting
* Procurement of sub-contractors
* Contracting of sub-contractors
* Contract management including capturing evidence of operations contract management eg PMR/operations management minutes, quality evidence including QIPs, observations
* Holding agreed contract management meetings in line with agenda at Appendix A
* Payment of subcontractors
* Due diligence of subcontractors
* Ensuring we deliver any requirements of the contract.. This may include, for example:
  + Functional skills
  + Delivery of an element of apprenticeship off-job training – at least 10%
* Ensuring the subcontractor meets funding requirements
* Ensuring the learners are enrolled on approved funded courses as per the specific subcontractor contract – qualifications through the College awarding bodies or subcontractor qualifications with their awarding bodies
* Ensuring course planning including course code set up is completed
* Ensuring subcontractors staff are trained in all College requirements and systems
* Ensuring subcontractors staff are able to access College CPD opportunities throughout the year
* Ensuring subcontractor staff are trained in and given access to:
  + Prosolution and any related Pro products
  + Smart Assessor for Apprenticeships
  + Any other IT platforms required
* Ensuring the provision meets quality requirements and standards including engaging the quality department to ensure quality activities are carried out e.g. quality of delivery, staff observations, quality audits, SAR/QIP completion and QIP delivery
* Ensuring the subcontractor manages provision in line with College requirements and procedures including:
  + Initial assessment
  + Enrolment
  + Delivery
  + Assessment
  + Additional support
  + Smart Assessor
* Ensuring evidence and information is fed into the contract management team as required to ensure we are compliant with ESFA subcontractor management requirements

**Curriculum Responsibilities (AEB, Apprenticeships, FE, HE)**

Subcontracted provision is to be treated as a department/team within the College with the same expectations of, for example, leadership, management, delivery, quality and achievements. Key curriculum operational responsibilities include:

* Ensuring we deliver any requirements of the contract. The contracts team will confirm what the specific contract includes and any delivery we have to carry out. This may include, for example:
  + Functional skills
  + Delivery of an element of apprenticeship off-job training – at least 10%
* Ensuring any operational management concerns are raised to the contracts team in a timely manner to inform future and current contracting, including retention of subcontractors and contract adherence to ensure meet ESFA regulation requirements
* Ensuring the provision is managed in line with funding requirements including attending at appropriate performance management (PMR) meetings. Example agenda to meet subcontracting requirements to include:
  + Starts
  + Leavers
  + Training plans
  + Learner progress
  + Learner support and access to College services and support
  + Achievements
  + Quality
  + Issues
  + Learner support
  + H&S eg accidents
  + Equality and diversity
  + Safeguarding
  + Subcontractor staff development
  + Course management eg attendance
  + Pro-systems access and use
  + Teaching and learning
  + AoB
* To approve enrolments and withdrawals and notify the contracts team to ensure correct payments are made to subcontractors
* Ensuring PMR minutes and any quality information is shared with the contracts team for contract management evidence required by ESFA

**Quality Department Responsibilities**

Key responsibilities include:

* Ensuring the subcontractor meets College expectations as any other department in College
* Ensuring quality activities are programmed in across the year including staff observations
* Ensuring SAR/QIP expectations are met by the subcontractor
* Providing the contracts team with evidence during the year of quality activities undertaken e.g. copies of observations, SARs, QIPs
* Ensuring any quality management concerns are raised to the contract team in a timely manner to inform future and current contracting, including retention of subcontractors and contract adherence to ensure meet ESFA regulation requirements
* Quality management includes observations on all sites, particularly when subcontracted at employers sites