Subcontracting Policy and Strategy

The policy applies to all subcontracted activity funded through the Education and Skills Funding Agency (ESFA) study programme.

Reynolds Training Academy (RTA) is committed to providing high quality training. As a training organisation we aim to deliver the majority of our delivery directly and will only subcontract provision where there is a genuine reason why we should do so. Where we do subcontract provision, we will ensure that the provision is of the same standard we would expect from our own provision and will manage the provision using the same metrics as our direct delivery.

## Rationale for Subcontracting

To agree a sub-contract one or more of the following conditions must be met: -

* The subcontractor can access learners that RTA would not be able to otherwise engage with
* Learners from subcontracted provision could progress to learning programmes delivered by RTA or vice versa.
* The subcontracted provision helps to grow RTA’s presence and market share in a key occupational area or within our geographical reach.

RTA will not sub-contract

* Into occupational sectors that we do not, or intend to, deliver into directly.
* Where quality standards do not meet our own expectations

## Due Diligence

RTA will require any potential subcontractor to undertake a full due diligence. As part of the due diligence process, evidence of suitability for the following will be required:

* Health and Safety
* Assessment of the facilities
* Previous performance, including achievement and retention rates.
* Staffing and qualifications
* Financial stability
* SAR and QIP reports
* IQA and EQA report

## Performance

* Learner Attendance – minimum expectation of 95% attendance, across all classes.
* OTLA – all classes are expected to be a minimum ‘good’ standard.
* Achievement Rates – above 80% for all programmes

## Management fees

RTA has a standard management fee of 30%. This can be increased or decreased depending on the level of support our due diligence process indicated is necessary, or the range of services provided by RTA, including English and Maths.

# Subcontractor Management

We will expect all RTA materials and policies to be clearly displayed at each subcontractor site.

Staff delivering programmes under subcontract arrangements will be expected to have the same level of qualifications and perform to the same standards as we would expect RTA employees.

All staff will be expected to undertake CPD hours, in line with staff employed by RTA.

We will ensure that IAG delivered to subcontracted learners is robust and learners understand the realistic potential outcomes from their learning programmes.

Monthly reviews will be undertaken to ensure that the provision is high quality. We will monitor all aspects of provision, in particular: -

* Learner attendance and progress
* Quality of Teaching and Learning (through OTLA and lesson visits)
* Learner retention and withdrawals.
* Funding rules compliance