

Subcontracting policy

1. Introduction

Southampton City College sometimes subcontracts work to other organisations to deliver training services. This is done to offer specialist training that is not within the College's areas of expertise or to reach learners who might not be able to benefit from training opportunities otherwise.

This policy is intended to:

- Ensure the strategic vision and quality standards of the College are met by subcontracts
- To ensure that learners have a high quality experience
- To ensure value for money is achieved for all government funding
- limit the risk involved in managing sub-contracted provision

2. Scope of this policy

This policy applies to all staff who work for Southampton City College, regardless of position and contract status. This policy covers all subcontracted provision within Southampton City College. It is to be used to ensure consistency of approach when working with sub-contractors.

3. Principles of subcontracting

Only those organisations which are able to complement existing college provision will be invited to hold a subcontract

All sub contracted provision will meet current Skills Funding Agency funding rules.

Initial due diligence checks form an essential part of the contracting process.

Each subcontractor will be required to abide by relevant Southampton City College policies and procedures.

If for any reason a subcontractor of Southampton City College cannot fulfil its training commitments, the College will make every effort to ensure that learners are able to complete their qualifications or training either with the College or with another provider.

Subcontracting performance is effectively monitored by the Senior Management Team.

4 Financial principles

All subcontracts entered into by Southampton City College will be signed for by the Principal.

The annual contract document will set out the maximum amount of funding available to each subcontractor.

Any contract which proposes that in one year a value of £100,000 or more is to be awarded to one sub-contractor has to be approved by the College Board.

Any change to a subcontractor's agreement which means that their funding in one year would exceed £100,000, has to be approved by the College Board.

No subcontractor will be given access to funding until due diligence has been completed and a contract of agreement has been signed by the Principal of Southampton City College and a senior representative of the subcontracting organisation.

Each subcontractor will receive sufficient funding to cover the duration of the programme for each enrolled learner.

4. Status of this Policy

This policy was approved by the College Board in July 2016 and supersedes all previous policies.

This policy will be communicated to all areas of the College and will be widely available for reference purposes to ensure compliance throughout the College.

The operation of this policy/procedure will be kept under review by the Assistant Principal for Workforce Skills

It may be reviewed and varied from time to time by the Senior Management Team
There is an accompanying document describing the management procedure for subcontracts which explains how College subcontracts are routinely managed.

This policy/procedure has been impact assessed to ensure that it does not adversely affect sub-contractors or their staff on the grounds of their disability, gender or race.

Approved by:	City College Board
Date approved:	06 July 2016
Date last reviewed:	05 October 2015
Date of next review:	July 2018