

## Subcontracting policy

### 1. Introduction

Southampton City College sometimes subcontracts with other organisations to partially deliver apprenticeships. 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 apprenticeships otherwise.

This policy is intended to:

- Ensure the strategic vision and quality standards of the College are met by subcontracts
- To ensure that apprentices 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 subcontracts issued by 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 Education Skills Funding Agency funding rules

Initial due diligence checks form an essential part of the subcontracting 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

delivery commitments, the College will make every effort to ensure that apprentices 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 using established quality processes

#### **4 Financial principles**

All subcontracts entered into by Southampton City College will be signed 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 a single sub-contractor will 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 will 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 apprentice

#### **4. Status of this Policy**

This policy was approved by the College Board in July 2018 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

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:	12 July 2018
Date last reviewed:	06 July 2016
Date of next review:	July 2019