



POLICY

POLICY FOR THE SUBCONTRACTING OF ESFA FUNDED PROVISION

RBLI Limited is a prime contractor with (ESFA) Education & Skills Funding Agency. The ESFA lays out its requirements in its prime contract, funding rules and other guidance with RBLI. The purpose of the policy is to ensure that RBLI and its subcontractors comply with these obligations and ensure the correct use of ESFA funds is in accordance with both good practice and company business. RBLI as a training provider uses subcontractors to extend on its own suite of training offers.

RBLI complies with the principles set out in the AELP (association of employment & learning providers) document Common Accord in the Working of Supply chains in the Post 16 Learning & Skills sector and they form part of the policy.

The policy covers:

- Criteria for subcontracting
- Criteria for the prime
- Fundamental requirements for both RBLI & its subcontractors
- Financial and payment terms
- Communication

CRITERIA FOR SUBCONTRACTING

The subcontractor must:

- Be registered at Companies house
- Be registered on the UK Register of Training Providers
- Be registered with the Information Commissioner for data protection
- Comply with RBLI criteria for the delivery of training that compliments RBLI current portfolio of offers and does not conflict in any way
- Have above national average success rates
- Have a clear beneficial offer in the form of training provision that would add value to potential learners and enhance their employability options
- Have robust financial controls and procedures
- Provide management information on both training offers and learners
- Have appropriate insurance cover
- Have appropriate policies and procedures in place
- Have appropriately qualified staff to deliver provision
- Be able to maintain accurate administration of all learners assigned to the subcontracting provision with RBLI
- Pass due diligence
- Maintain registration with the ROTO and the UK Register of Learning Providers (UKRLP)
- Meet all requirements of the ESFA funding rules



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- Hold effective E&D, Safeguarding and Prevent policies and procedures

CRITERIA FOR THE PRIME

RBLI:

- Ensure all criteria is achieved for the purposes of supplying contracted training provision
- Ensure all subcontracted offers add value to learners
- Carry out regular reviews of provision including observations of staff and monitor learner experiences
- Carry out due diligence to include correct policies and procedures are in place that ensure the provision is fit for purpose and meets the criteria for; adding value to the learner experience, qualifications and training that enhance employment and further training opportunities. Evidence of registration to Companies House and that clear understanding has been met around the funding rules

It is the responsibility of both RBLI and the subcontractor to ensure that high quality training is delivered and benefits learners. That all learners are provided with the opportunity to achieve in a timely and effective fashion and that they feel safe and protected in line with both safeguarding and prevent agendas.

To ensure continuous quality improvements are met, RBLI in conjunction with its subcontractor, will carry out quality checks to monitor both best practice and areas for improvement, leading to the development of agreed action plans. RBLI will monitor the appropriate subcontractor processes to ensure the requirements associated with ESFA funding is met.

In the event that RBLI identify the subcontractor as no longer able to deliver subcontracted provision, RBLI will make every effort to source another provider so as not to disadvantage the learner's experience.

FUNDAMENTAL REQUIREMENTS

Prime & Subcontractors:

- Agree and sign a contract/service level agreement outlining clear guidance around the arrangement
- Agree and implement processes to ensure that RBLI quality standards are adhered to (i.e.: through observations of delivery staff, compliance and monitoring audits)

Financial Criteria:



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- The contract/service level agreement will set out the maximum contract value that is available to the subcontractor
- An agreed monthly profile and performance management points to track achievement of agreed monthly contract values
- In the event of non-performance, RBLI have the right to vary the profiles and/or funding in line with the ESFA Funding and Performance management rules

RBLI will agree a management fee structure that recognises the full extent of subcontracted provision.

The 20% management fee retained by RBLI will cover:

- Management of subcontracted provision in line with Funding and Performance management rules
- All administration including learner data input onto the MIS (PICS)
- Financial submissions to the ESFA via MIS (PICS)
- Management reports
- Compliance audits including management of progress and success rates
- Funding statement that outlines payments for starts, on programme and on completion
- Performance meetings
- Observation of delivery staff and learner experience

The management fee will be reviewed annually and altered (if applicable) in accordance with management and performance activity.

PAYMENT TERMS

The subcontractor should submit monthly invoices to RBLI with an annex to show detailed training delivery information which includes the following:

- Learner's name
- Programme of learning
- What is required to be paid – a 'start', an 'opp', an 'achievement' payment

This will be checked by the MIS officer against the MIS (PICS) and issued to the Head of Skills for approval of payment. Subcontractors will be paid monthly in arrears on the 28th date by BACS system.

COMMUNICATION



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This policy is shared with subcontractors on an annual basis prior to the issue of a formal agreement. This policy is reviewed in line with the publications of updated ESFA funding rules and is approved by the RBLI board. It is also published on RBLI's website.

Originator's Signature:

A handwritten signature in black ink, appearing to read 'Andy Milton', with a stylized flourish at the end.

Name:

Andy Milton

Position in Company:

Director of Employment Solutions