

Policy for Delivery Subcontracting

1. Introduction

- 1.1 In order to adhere to the Department for Education (DfE) funding rules, this policy sets out the requirement for subcontracting provision for degree and higher apprenticeships delivered across the University.

2. Scope

- 2.1 This policy applies to all apprenticeship subcontractor partner provision secured by the University including, where necessary, the delivery of Functional Skills English and Maths level 2 qualifications as part of the apprenticeship programme.

3. Procurement and Contracting

- 3.1 The University will at all times undertake fair and transparent procurement activities and will undertake a robust process of due diligence when selecting potential subcontractors to ensure the highest quality of learning delivery is made available which demonstrates value for money and has a positive impact on the experience of both Employers and Learners.
- 3.2 In line with revised Funding Rule Guidance, the University will only procure the service of subcontractors who adhere to at least one of the following criteria:
- They are on the published Apprenticeship Provider and Assessment Register (APAR) and have applied by the main provider or supporting provider application routes;
 - They are the apprentice's employer, or a connected company or charity as defined by HMRC, and are on the published APA, having applied through the employer-provider application route;
 - They have applied to the APAR subcontracting exception process and have been approved to be exempt from the requirement to be on this register and can produce written approval from the department confirming that this exception applies to them, including its duration; or
 - They are not on the published APAR but will deliver less than £100,000 of apprenticeship training and on-programme assessment under contract 81 across all main providers and employer-providers between 1 August and 31 July each year.
- 3.3 The University must provide a clear rationale for subcontracting, which must enhance the quality of the learner experience, must be educational and not for financial gain.
- 3.4 Successful partners will be issued with a legally binding contract eligible for the period from when the contract commences until the planned completion date of an apprenticeship. The requirements of this policy form part of that contractual agreement. It will be signed and witnessed by the subcontractor and the University. Terms and conditions will be agreed and included in the contract.

4. Quality Assurance

- 4.1 The quality of 'provision subcontracting' i.e. that which is subcontracting delivery of full or part programmes and standards, will be monitored and managed through the existing University

Quality Assurance processes and procedures for [collaborative activity](#) to ensure due diligence is carried out as per Apprenticeship funding rules. This will also include:

- Regular contract review meetings between the University and its subcontractors
- Regular planned and unplanned observation visits to check on the quality of teaching, learning, assessment and progress
- Ensuring robust procedures are in place to ensure that subcontracted providers are adhering to Prevent Duty as all providers must comply with all relevant legislation and statutory responsibilities around safeguarding

4.2 As per the Apprenticeship Funding Rules, the University, Ofsted and the DfE are granted full permission and rights to monitor the quality of training being provided and are able to visit the subcontractor at their premises, training sites or employers' premises from which they operate as required by the Funding rules. This will be reflected in the contractual arrangements.

5.

Declaration of Use of Sub-contractors

5.1 In line with DfE and other agency funding rules that apply, the University will publish its policy for delivery subcontracting and actual end-of-year sub-contracting fees and charges before the start of each academic year. This will only relate to 'provision subcontracting'. It will not include the delivery of a service as part of the delivery of a programme such as functional skills.

5.2 The University will also submit a subcontractor use declaration to the DfE twice each year summarising the value of any sub-contracted provision paid for in the previous period in accordance with their requirements.

5.3 The University will adhere to the DfE subcontracting standard guidance as published in the Apprenticeship Funding Rules

6. Payment terms

6.1 Payment terms and timings are set out within individual Contracts under Schedule 1.

6.2 The University pays subcontracting partners by BACS the proportion of fees due in respect of valid paperwork provided by the subcontracting partner to the University and under the terms of the Contract issued. The payment is calculated on data submitted to the ESFA (or relevant funding authority) by the University in the preceding month and paid in line with Contract terms.

Policy for Delivery Subcontracting: Version amendment history

Date	Reason for change
July 2021	Creation and approval by TLG

March 2023	Amended paragraph 4.1 to meet updated internal QA requirements.
June 2025	Minor amendments to align to reflect revised criteria for subcontractor procurement.

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Related Procedures and Guidance:	<ul style="list-style-type: none"> • Guidance and Procedures for the Quality Assurance of Taught Collaborative Provision • Degree apprenticeships policies and guidance
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