



Subcontracting Policy

Statement

This policy sets out both the subcontracting strategy of S&B Automotive Academy (S&B) and the applicable supply chain fees and charges for funding to non-levy employers. The policy aims to ensure transparency and equitability around subcontracting and the associated management fees.

S&B Automotive Academy Limited uses subcontracting partners to ensure learners and employers are provided with the most appropriate training to enable them to experience a value adding learning journey. We are also keen to support smaller provider business to succeed.

Our subcontracting partners are chosen for their track record in their specific subject areas and their suitability is confirmed via a due diligence assessment. To ensure the standard of all subcontracting delivery is in accordance with the expectations of both S&B Automotive Academy Limited and Education and Skills Funding Agency.

A Service Level Agreement or Contract will detail the quality monitoring arrangements. This level of monitoring will be proportionate to the length and scope of delivery. S&B are committed to support and continually improve delivery to our learners. We will monitor all quality aspect of subcontractor's delivery including observations of teaching and learning, recruitment and assessment.

Supply Chain Fees and Charges

The fees charged by S&B Automotive Academy Limited to the subcontractor will be 20% of the agreed training cost up to the maximum funding band allocated by the Educational and Skills Funding Agency.

Our fees and charges do not apply to the assessment for subcontracted learners on Standards where an end-point assessment is required.

This level is variable and is determined on a case by case basis depending on experience and success. This may result in some agreements being outside this range or reduced if excellent delivery and less governance may be required.

Items considered when negotiating the fees are:

- Number of learners
- Delivery location(s)

- Delivery duration
- Prior subcontractor delivery experience
- Quality monitoring and reporting requirements
- Requirement to implement new or amended learner registration and tracking systems

S&B will endeavor to ensure that the fee arrangements for different subcontractors are fair and equitable based on these parameters.

Support Provided

S&B will provide weekly reports on delivery requirement and will monitor monthly learner progress. Subcontractors can expect support with Moodle and developing or adopting policies required. Quarterly reviews of performance will be instigated between both parties. S&B have an experienced team and will give support and advice on funding and delivery aspects where appropriate.

Payments Terms

The agreed payment schedule will be detailed within the Service Level Agreement / Contract document. The last payment will be used to provide a reconciliation opportunity for both parties. Payments will be based on PFR returns.

Subject to meeting the terms of the Service Level Agreement/Contract, S&B Automotive Academy will pay all invoices within 30 days.

Policy Communication

Upon completion of a contract for subcontracted provision delivery details of the delivery can be obtained upon request from S&B Automotive Academy Limited. This information will include:

- Subcontractor name and UKPRN
- Delivery start and end dates
- Type of provision
- Funding provided by the funding body
- Proportion/breakdown of funding to provider and to the subcontractor

Please Note: This information is only available for the subcontract delivery of full programmes or whole frameworks, defined as provision delivery. It is not available

for the subcontracted delivery of parts of programmes or parts of an apprenticeship framework, defined as delivery of a service.

Review frequency: annually or where an update is required in line with ESFA Funding Rules.

Review Date: April 2019 (in line with the start of new ESFA Funding Contract)

Signed by Chairman, Board of Directors:-



AD Jolliffe

27.10.2017



Signed Accounting Officer:-