



Subcontracting Policy

V1 February 2021

Policy

Background

1. Blue Sky are committed to delivering excellent standards of learning and to do this we may choose to subcontract a proportion of our delivery programme to a delivery partner where this will efficiently and effectively extend the range and accessibility of provision for learners, and where the subcontracted provision is appropriate to our strategic aims, values and objectives.
2. Before entering into a sub-contracting arrangement for delivery of the certified qualification embedded in the HR Consultant/Partner Level 5, Blue Sky considers the provision required, which cannot be met within our own resources, and will be met through sub-contracting.

Rationale for Sub-contracting:

Rationale for sub-contracting provision will include existing delivery and capacity, breadth of provision, geography, specialism, financial risk etc. Subcontracting provision allows Blue Sky to offer learners the most suitable programme using specialist providers, and to support employers who have access to specifically trained and qualified staff so that the quality of provision is of the highest standard. Subcontracting arrangements will be considered where they assist Blue Sky in achieving some of its strategic aims, such as:

- To develop strategic alliances and stable supply chains with delivery partners for the qualification element of our Apprenticeship Standards
- To be a high performing training provider delivering outstanding teaching, learning and assessment which is reflected in outcomes for learners
- To better service the local communities in which we operate
- To provide learners with an innovative, inspiring programme of learning which enables them to reach their full potential, providing the employer with high performing individuals within their business
- To enable Blue Sky to enhance the learner experience by accessing specialist provision, where the subcontractor has the skills and capacity to deliver certified qualifications – an example of this is the embedded qualification for the HR Consultant/ Partner Level 5 Apprenticeship (CIPD Certificate/ Diploma in Human Resource Management Level 5)

The Selection Process and Due Diligence

3. The Selection Process will be Transparent and applied in a fair and consistent way to all applicant organisations which meet the published criteria.

4. Before engaging with a training provider Blue Sky will ask them to supply us with comprehensive information that will enable us to ascertain their capability and suitability to deliver the training we are considering subcontracting to them.
5. Blue Sky will follow a Due Diligence process to ensure suitability and capability to deliver the intended provision. A pre-requisite for the inclusion in the process is that from 1 August 2019 all sub-contractors must be registered on The Register of Training Organisations.
6. It is recognised that the Prime (Blue Sky) has ultimate responsibility for all aspects of the provision it is contracted to deliver including sub-contracting and it is understood that the Register alone is insufficient in accepting a subcontractor and that financial health along with the responses in the supplier's questionnaire are considered.
7. All applicant organisations must undertake to comply with the Blue Sky Quality Management Framework, along with all Blue Sky guidelines and procedures as required. Blue Sky will notify the Funding Body of its intention to subcontract with Delivery Partners and will list all subcontracting organisations on its Sub Contractor Declaration.
8. Blue Sky will not subcontract with any organisation which fails to be approved by the Funding Body as a subcontractor; or is on any list of organisations prohibited from subcontracting by the Funding Body.
9. The decision to subcontract will take into account the main contract requirements, the suitability and viability of the proposal, Blue Sky and the Funding Body strategic objectives, perceived risk, and the availability of suitable funding.

Quality Assurance

10. Blue Sky will assume lead responsibility for all commitments to the ESFA that it holds under its contract. These commitments will not be delegated. Subcontractors may be delegated tasks which relate to delivering ESFA commitments.
11. The delivery of these will be subject to rigorous, regular performance management procedures by Blue Sky, throughout the training period, to safeguard the use of public funds and ensure a good standard of subcontracted education and training, in the interests of the learner.
12. Blue Sky will maintain a quality framework for all subcontracted provision. The framework is designed to achieve and maintain high standards of teaching and learning. Blue Sky will monitor the standard of subcontracted delivery and work with the delivery partner in a constructive way to develop best practice and an embedded quality ethos, leading to continual quality improvement and sharing of best practice.

13. The quality monitoring systems will include regular reviews and regular monitoring of provision with a focus on the quality of teaching and learning assessment and will include:
- Submission of data, ensuring data is submitted in a timely fashion with minimal errors
 - Performance monitoring of success rates and learner numbers against profiles, retention
 - Contract Review Meetings and producing associated action plans for follow up
 - Monitoring health and safety qualifications
 - Sharing best practice
 - Observations/feedback

Fees

14. Blue Sky will pay subcontractors for the learning they provide in respect of the certified qualification - CIPD Level 5 - but will at all times manage the apprenticeship and support learners. A management fee will not be applied in respect of the subcontractor delivering the training for the certified qualification embedded within the apprenticeship. Fees, including the test will be documented and shared with the Employer.
15. Successful applicant organisations will be required to sign and comply with the Blue Sky Subcontractor contract and associated documents.

Policy Review

16. This policy will be reviewed in July 2022 and annually thereafter.