



Subcontracting Policy

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 associated funding organisations the 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 subcontractors delivery including observations of teaching and learning, recruitment and assessment.

Fees - The fees charged by S&B Automotive Academy Limited to the subcontractor will generally be in the range of 10% and 20% of the funding provided by the appropriate funding body. 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. S&B will provide weekly reports on delivery requirement and will monitor monthly learner progress. Subcontractors can expect support with Moodle and developing or using 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.

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

Payments - The payment schedule will be agreed between S&B Automotive Academy Limited and the subcontractor during the initial contract negotiation. 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.

Policy - This policy forms the basis of the detail within the negotiated and agreed Service Level Agreement / Contract document. The Service Level Agreement / Contract document will be reviewed and re-negotiated on a basis appropriate to the size and duration of the contract. For example a contract covering a whole academic year will be reviewed on an annual basis to accommodate funding changes, cost changes etc. This policy will be available at the S&B Automotive Academy Limited website www.sandbaa.com

Published Data - 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.

Last updated Sept 16

Next review May 17