

Subcontracting Policy 2022-2023

LMP Education is committed to inspiring ambition and widening participation for all, whilst ensuring that high quality learning opportunities are provided. LMP Education is committed to growing and diversifying a range of programmes to support the widening participation agenda. The portfolio of provision across the LMP Group as a whole currently includes:

- Alternative Education
- Summer Camps & Enrichment Programmes
- ESF Employability Programmes
- Adult Education
- Apprenticeships

For 2022-23 there are no plans to sub-contract any provision other than the delivery of **Traineeships** to learners that are already in learning through 2021-22 sub-contract agreements as of 31 July 2022. **Traineeships** are an area that LMP Education is winding down with no new starts planned for this academic year.

Through a comprehensive supply chain management process, LMP will be able to draw on good and best practices across all programmes. LMP Education will support the sub-contracting arrangements and assist in raising their standards of delivery and quality of teaching and learning through quality provision.

LMP Education operates an inclusive approach to developing robust procedures and will include our partners and sub-contractors in our quality/partner quality cycle.

Scope

This policy covers the area of subcontracting where there is the delivery of **Traineeships**.

LMP Education will ensure that:

- The proposed delivery is in the best interests of learners and employers.
- The proposed delivery has a clear strategic fit with our mission, objectives, and values (there will be no duplication of provision, sector and/or geographically, and LMP Education will only seek complementary partnerships where true added value can be evidenced).
- There is adequate expertise within LMP Education to quality assure the provision.
- The subcontractor is approved by our due-diligence process.
- There is enough funding available within our funding contract.
- There is a clear and transparent commitment between LMP Education and the subcontractor and both undertake to work within the terms of the agreed contract.

All learners are informed by the relevant subcontractor that their **Traineeship** programme is being delivered on behalf of LMP Education.

All subcontractors, as part of the due diligence process, undergo a financial health assessment for LMP Education to mitigate any risk to the overall provision. Any subcontractor with a contract value of £100,000 or more is required to have audited accounts and hold appropriate Education & Skills Funding Agency (ESFA) approval status.

LMP Education will provide to the ESFA with details of the amount of subcontracted provision and the individual providers with whom they have a contract.

Quality and Compliance

The quality of the provision will be monitored and managed through our existing quality improvement processes. As part of our quality cycle, we would expect all partners to work and comply with us to improve our quality.

As minimum LMP Education will carry out the following quality measures with all subcontractors which will inform our commitment to improve the overall quality.

- Teaching, Learning and Assessment graded observations
- Learner telephone interviews
- Employer telephone interviews
- Review of IQA and EQA reports
- Risk management and auditing of compliance aspects of contracts
- Management Information Services and data control advice
- Single staff registers
- CPD opportunities and planned training and development
- Support with Funding Rules compliance
- Equality and Diversity support and sharing of best practice
- Safeguarding, Prevent and British Values
- Health and Safety compliance
- Policy and Procedures development
- Management of Data and Data Protection compliance

Self-Assessment

All subcontractors will be required to undertake a self-assessment process in relation to the Education Inspection Framework and produce a SAR which clearly and specifically identifies and evaluates the Traineeship provision which they are contracted to deliver. The SAR and resulting Quality Improvement Plan (QIP) must be submitted as specified in the contract.

Information, Advice and Guidance (IAG)

Subcontractors will be required to demonstrate that they provide information, advice and guidance (IAG) at appropriate stages and through a range of media, including the Internet, to a standard consistent with that offered by LMP Education.

IAG should include:

- Initial advice and guidance to inform the learner's choice of programme
- On-programme advice and guidance/tutorial support to help learners
- Develop ideas for future learning or employment including promotion
- Those who have personal issues such as substance misuse, housing problems, pregnancy etc, identify and make contact with relevant organisations and ensure appropriate support is in place
- Make specific choices about future learning or employment.

Partners should hold Matrix accreditation or be working towards this.

Additional Support for Subcontractors

LMP Education recognises that from time to time our partners need additional support, and this will be based on a 'risk band' approach and may include:

- Additional site visits
- Additional lesson observation
- Additional tutor support
- More rigorous verification and audits

Subcontractor Fees

LMP Education determines the fees for each subcontractor based on their individual service requirements. Through the due diligence process and contractual negotiations, LMP Education will determine the range of services the subcontractor provides themselves and those provided by LMP Education.

The fees may vary for each subcontractor and the type of provision, the costs include but are not limited to the following areas:

- Administrative support, compliance and claim submissions
- Quality Assurance
- Contract Management
- Management Information/Case Management systems
- Account management

All invoices will be paid in accordance with funding received from ESFA and receipted no longer than 30 days.

Policy Communication

This Policy will be discussed with all subcontractors during contract negotiation meetings and reviewed at least annually in August of each year. Any changes will be notified to subcontractors as part of a regular performance review or via separate correspondence.

