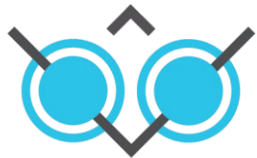


Subcontracting Policy 25/26

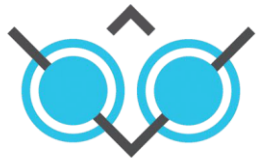
September 2025



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Introduction

Northwest Education and Training was established in 2013 to support skills development and apprenticeship delivery in the Northwest of England. At Northwest Education and Training we pride ourselves on delivering training through an experienced and passionate team of individual coaches and tutors whose overriding aim is success for all. Northwest Education and Training aim to match the quality of training and employer needs, resulting in suitable employment for the learner and trained employees for the employer. We achieve this through an efficient and commercially beneficial service.

We ensure that all provisions funded through our contracts with the Department for Education (and their delivery agencies) provide good value for money for both the Funding Organisation as well as the organisation delivering the programme as a partner to us. We expect and maintain a high standard of delivery for all learners using our provision, and those organisations who contract services from us are termed (and henceforth described as) 'Partners' to indicate that in partnership we share a responsibility to deliver the contract to Northwest Education and Training standards and expectations.

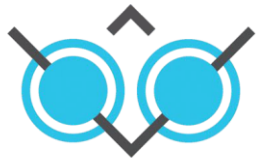
The purpose of this policy is to provide transparency for all Partners, Funding Organisations and other associated parties or individuals regarding the procurement, due diligence process, support and charging rationale related to sub-contracted provision using Northwest Education and Training's direct contract with any Funding Organisation.

Scope

This policy applies to all activities funded through the Department for Education (DfE) and Liverpool City Region Combined Authority (LCRCA) where Northwest Education and Training (NWEAT) enters into any subcontract agreement for subcontract partnership delivery for Apprenticeships or Adult Skills Fund.

Rationale for Subcontracting

Northwest Education and Training are focused on ensuring that residents' needs across LCRCA are met to engage learners in education to provide the skills they need. We also look to meet all local community and national needs. There are times when Northwest Education and Training may need to subcontract funding out for some of the delivery funded through DfE or LCRCA. Subcontracted provision would be used to complement and support the full delivery of the learners' programme. We will consider the use of subcontracting funded provision to:

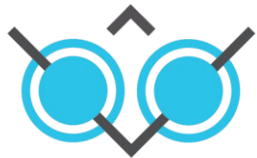


- Enhance and expand opportunities to learner provision to maximise our offer using high quality delivery to meet local, LCRC and national needs
- Grow our provision to offer niche or expert specialised provision offered by partners
- Maximise delivery to reach target communities or geographical areas where Northwest Education & Training do not have capacity to deliver
- Meet Northwest Education and Training long term strategy of maximising our offer for learners supporting smaller business to maximise their funding they can access to support their business
- Support:
 - an entry point for disadvantaged groups
 - an increased social value delivered through learning with voluntary and community sector
 - individuals who share protected characteristics, where there might otherwise be gaps
- The Partner has a proven and demonstrable track record in the delivery of the kind of provision being sought for by the Funding Organisation
- The provision is suitably located to enable effective monitoring in terms of performance and continuous improvement by Northwest Education and Training
- The Partner is a registered provider of services on the UK Register of Learning Providers
- Where apprenticeship funding is subcontracted, providers must be on the Apprenticeship Provider and Assessment Register (APAR) unless the funding value is less than the allowing de-minimis as per the DfE funding Rules for 25/26

Identification of Subcontractors

Identification and procurement of Partners will usually be identified from either:

- New business development / contract opportunity within Northwest Education and Training or where specialised delivery is required to deliver our programmes to learners.
- Review of contract performance within Northwest Education and Training that would identify spare capacity of contract value to be delivered. Existing subcontractors with peak performance would be made aware of additional funds available for application of growth case.



Due Diligence Process

All potential partners must progress through our due diligence process before entering into any formal subcontract with Northwest Education and Training.

Discussions will take place before due diligence commences.

- An initial discussion will be held between the Senior Manager of the potential Partner and the Operations Manager for the programme to ascertain provision type
- Agreement to progress onto the due diligence stage confirmed by a follow up meeting and/or discussion with a Director for Northwest Education and Training

The due diligence process will commence to review requested documents to ensure that the Training Provider is legally, financially and educationally sound to deliver high quality training to our learners.

The due diligence will be carried out annually to ensure that financial re-assessment takes place and quality updates are reviewed alongside updated policies. The due diligence process will review the financial, quality aspects and policies and procedures of the potential partner.

A review will take place of all documents and further information requested if a situation arises where further checks need to be carried out.

Decision Making

The due diligence will be reviewed by the Operations Team and the Managing Director; a business case will then be put forward to enter into a subcontract if the due diligence meets the requirements.

A recommendation is made by the Director to the Governors Board based on capacity, capability, added value and reputational considerations.

The potential partner will then be informed of the decision, and a subcontract agreement will be entered into.

Partner Support

Northwest Education and Training will provide appropriate support to all partners according to their needs. A maximum of 15% management fee will be set for subcontractors for the support provided. This fee will cover the following services:

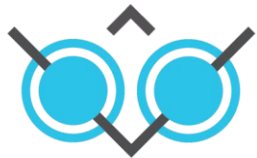
- **Contract Management & Monitoring – 6%**
- **Quality Support – 5%**

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Author: Chris Roberts

Date: Sept-24





- **Completion of Learner Documentation – 2%**
- **Data ILR Processing – 2%**

We will provide services covering Management & monitoring, Quality support and Data Services administration which will be agreed with each partner at contract agreement stage with exact costs, however the support may need to be increased based on the needs of each partner.

Contract Management & Monitoring

- A dedicated Contract Manager will be allocated to manage the relationship and take responsibility for the contract. Performance will be monitored monthly and will include Contract Performance review meetings scheduled at regular intervals throughout the year.

Quality Support

- SAR and QIP review with feedback provided following the review. Further guidance and support can be given where required.

Completion of Learner Documentation

- A programme of quality assurance checks including review of delivery materials used as part of the learner's journey to maximise the learner's experience on their learning journey. Observations / Learning walks will be completed on the delivery and will be carried out as either notice or no notice. Interviews with learners and staff on occasions on any visits to the subcontractor.

Data ILR Processing

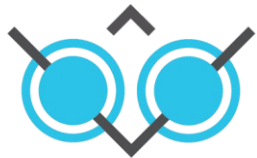
- ILR recording and processing learner data using our Management Information system and submission of data to submit the funding claim to the DfE / LCRCA. Quality Compliance audit of all documentation to ensure it meets funding and audit requirements.

Payment Terms

Payments will be made monthly following submission of data to DfE / LCRCA. Validation of data in reports from DfE / LCRCA will be carried out following receipt of funding reports from DfE / LCRCA and the value calculated to be paid to the partner. Value to be sent to partner for invoice to be sent to Northwest Education & Training. Payment terms are 30 days from the date of the invoice

Safeguarding

Partners will be required to have appropriate Safeguarding & Prevent policies in place to fulfil all Safeguarding obligations and PREVENT. The management of safeguarding will be monitored via the



Subcontractor Management meetings.

All partners will be required to ensure they report all Safeguarding / Prevent incidents to the allocated contact at Northwest Education and Training to be discussed and recorded as part of the Monitoring meeting.

Contract termination

If Northwest Education and Training withdraw from the contract or the partner decides to terminate the contract agreement for any reason or the partner goes into liquidation or administration, then contingency plans will be followed to ensure that the learners programme can continue to ensure continuity of their learning programme.

Plans will be put in place to either continue delivery of provision internally by NWEAT, deliver through a current partner agreement or look to procuring a new partner and entering into a new subcontracting agreement.

Communication and publication of policy

Northwest Education and Training update the policy annually and inform all new and current partners that the updated policy has been published. We will publish the policy on their website under the policy section.

Review of policy

The subcontracting policy will be reviewed annually in line with the new funding rules as published by the DfE and LCRCA for each contract year. This will be reviewed and updated in line with any funding rules changes.

Author:	Chris Roberts	Version:	3
Review Date & Person:	September – Rachel Morris	Next Review Date:	August 26
Director Approval:	Angela Owens	Sign off Date:	September 25