



1. Document Control

1.1. Document Details

Title	Delivery Subcontracting Policy 2024/25



DUE DILIGENCE

A comprehensive due diligence process will be implemented for new partners covering key areas such as quality assurance, data management, health and safety, staffing capability and capacity, finance, and safeguarding. There will be a legally binding contract in place prior to delivery commencing that includes the terms specified in the Funding Rules. Boston College engages with external auditors to undertake an annual assurance review of the procurement and contracting processes to manage and control sub-contracting.

MONITORING ARRANGEMENTS

Business Partners/Sub Contractors are reviewed against a range of performance criteria to ensure high quality delivery is being delivered against the Funding Rules. Regular contract performance meetings will be scheduled, and reports produced for Executive Leadership Team.

Regular monitoring visits at Business Partners/Subcontractor premises will be scheduled. Visits to discuss performance may also include announced, short notice and unannounced observations and assessment of teaching and learning, discussions with staff and learners and a review and audit of documentation.

There will be set standards in terms of performance and where there are areas for improvement notification will be provided to make and implement suggested improvements. Where the quality of provision fails to improve then financial penalties and / or withdrawal of contract could be applied.

A Learner Contingency Plan will be agreed and implemented in circumstances where sub-contract arrangement ceases, or the Business Partner goes into liquidation or administration, or the contract is removed due to quality concerns.

Sub-contractors will be required to prepare and submit an annual Self-Assessment Report and Quality Improvement Plan which reflects the Common Inspection Framework and any other relevant guidance. The sub-contractor will also be required to submit a copy of their annual SAR and QIP.

FEES AND CHARGES

The standard management fee is up to 20% of the funding value of the provision, as recorded in the Individual Learner Record (ILR). In instances of apprenticeship subcontracting, where the employer is the delivery subcontractor the actual costs of delivery will be paid to the subcontractor.

PAYMENT TERMS

Payment to be made to the subcontractor monthly in arrears on receipt of contract payment to the College from the ESFA.02 Tm0 G[)]TETQ563 3008 0 5sQm



CONTINGENCY PLAN

If for any reason, financial or otherwise, a subcontractor is unable to continue delivery either temporarily or permanently; the college will work with the subcontractor to ensure the continuity of delivery for learners enrolled on college programmes appropriate to the circumstances. Options may include, but are not limited to:

- Delivery at college, or other appropriate premises
- Delivery using college staff.
- Transfer of delivery to an alternative subcontractor

POLICY PUBLICATION AND REVIEW

The ESFA require publication of subcontractor and partnership activity including actual level of funding paid and retained. This will be made available on our website.

The policy will be reviewed and updated annually in August. Sub-contractors will be made aware of any changes. The policy will be provided to all subcontractors and is available on