

Teitl: Title:	Subcontractor Policy
Fersiwn: Version	
I bwy mae'r Polisi hwn yn berthnasol? Who does this Policy Relate to?	Myfyrwyr / Staff / Myfyrwyr a Staff / Arall (rhowch fanylion) Students

Cydraddoldeb ac Amrywiaeth / Equality & Diversity

Dolen at Gam 1 Asesu Effaith (ar Gydraddoldeb a'r Gymraeg): / Impact Assessment Stage 1 (Equality & Welsh) link:	Subcontractor Policy - Impact Assessment Stage 1
<i>Effaith ar yr Iaith Gymraeg</i> <i>Mae asesiad effaith wedi'i gynnal ar y polisi hwn i ystyried ei effaith ar yr iaith Gymraeg yn unol â Safonau'r Gymraeg (94-104) a Mesur yr Iaith Gymraeg (Cymru) 2011.</i>	<i>Welsh Language Impact</i> An impact assessment has been carried out on this policy to consider its effect on the Welsh Language in accordance with the Welsh Language Standards (94-104) and the Welsh Language (Wales) Measure 2011.

Adolygu a Chymeradwyo / Review and Approval

Perchennog y Ddogfen: Document Owner:	<i>Vice Principal - Work Based Learning & Employer Engagement</i>		
Ymgynghoriad / Consultation:			
Dyddiad cymeradwyo / Date Approved	Cymeradwyaeth y Pwyllgor Mewnol e.e. Grŵp Diogelu / Internal Committee Approval e.g. Safeguarding Group		
	Pwyllgor Cyfathrebu a Diwylliant / Communications & Culture Committee:		17/01/24
	Pwyllgorau'r Bwrdd / Board Committees:	Pwyllgor Archwilio a Risg / Audit & Risk Committee:	-
		Pwyllgor Cwricwlwm a Safonau / Curriculum & Standards Committee	-
		Pwyllgor Cyllid, Pobl a Diwylliant / Finance, People & Culture Committee:	-
Corff Llywodraethu / Governing Body:		-	
Dyddiad Adolygu: Review Date:	17/01/27		

Anfonwch y ddogfen wedi ei chymeradwyo i'w chyfieithu gan ddefnyddio'r [Ffurflen Cais Cyfieithu](#)
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Rhifwch bob adran a pharagraff
Please number each section and paragraph

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Subcontracting Policy

1. Introduction

- 1.1. The purpose of this document is to define the basis on which any subcontracting arrangements will be managed.
- 1.2. Coleg Cambria uses Delivery Partners to ensure that it can best meet the needs of learners and employers and provide a wider range of training provision and improve quality. The commitment to a learner-focused model of delivery and attention on the quality of each individual learner's experience is a fundamental requirement.
- 1.3. Selection is based on:
 - 1.3.1. Clearly-identified strategic benefits to the subcontract arrangement.
 - 1.3.2. A shared ethos and commitment to delivering excellence in teaching and learning, support and quality.
 - 1.3.3. Being innovative and adding value to the delivery of an excellent learner experience.
 - 1.3.4. Having consistent high success rates of learners.
 - 1.3.5. Allowing learners access to a wider range of training and benefiting from increased progression opportunities.
 - 1.3.6. The provision complementing, rather than displacing the College's own provision.
 - 1.3.7. Partners who are committed to staff development.
 - 1.3.8. Partners who have a clear understanding of policies and procedure for learning and development.

2. Contracting Process

- 2.1. A written contract which clearly identifies the terms of the subcontracting arrangement and includes all the requirements of the relevant Programme Specification will be completed for each Delivery Partner.
- 2.2. A risk assessment will be undertaken when selecting Delivery Partners and the College will undertake due diligence for all potential Delivery Partners. Potential Delivery Partners must provide all information and documentation requested by the College and provide evidence to support their application. The due diligence process will include evaluation of the following:
 - 2.2.1. Finance and legal status;
 - 2.2.2. quality, learner experience and planning;
 - 2.2.3. H & S and safeguarding (including Prevent);
 - 2.2.4. monitoring visit of partner;
 - 2.2.5. staff details, including (DBS numbers, EWC registration etc.);
 - 2.2.6. data compliance;
 - 2.2.7. documented risk analysis.
 - 2.2.8. Compliance with the Welsh Language Standards
- 2.3. The due diligence exercise will be carried out jointly between Finance, Quality and the Vice Principal responsible for the area of delivery. If the due diligence assessment is successful, the application to be registered as an approved Delivery Partner will be presented to the Executive Management Team for approval and Senior Management team for information.
- 2.4. The management of Delivery Partners will be based upon the application of the risk principle. All Delivery Partners will be risk assessed in relation to the performance standards set in the quality framework. All Delivery Partners will have a risk rating. This rating will determine the frequency and scope of the Monitoring undertaken by the College.
- 2.5. The College will at all times undertake fair and transparent procurement activities as part of its subcontracting process and demonstrate value for money. Annual Contract values, performance and data will be reported to SMT and the relevant quality group for the area of delivery.
- 2.6. All initial subcontracting enquiries will be handled by the Vice Principal for Employer Engagement and Work-based Learning. Initial enquiries for Learn Welsh / Work Welsh provision will be handled by the Head of Corporate Communication and Welsh Language

3. Quality Assurance

- 3.1. All Delivery Partners are required to engage fully with the College to ensure a consistent learning experience for all learners. There are clear guidelines for involvement and integration of Delivery
- 3.2. Partners into the College's quality and planning process. Participation in the process will be led by the Quality department
- 3.3. The College's Self Assessment Report (SAR) and Continuous Improvement Plan (QIP) contains sections on sub-contracted provision that Delivery Partners contribute to. All partners with active contracts are required to undertake SAR and CIP activities.
- 3.4. All Delivery Partners must engage in standardisation activity where appropriate with the college to ensure consistent internal quality assurance (IQA). Quality assurance monitoring will take place at agreed frequencies detailed in the service level agreement to ensure consistent excellence in the learner experience.
- 3.5. Delivery Partners will be included in the College's internal quality assurance processes and will participate in:
 - 3.5.1. learner safeguarding reviews;
 - 3.5.2. equality and diversity reviews;

- 3.5.3. regular quality assurance checks;
 - 3.5.4. short notice audit visits;
 - 3.5.5. observation and peer review of teaching and learning;
 - 3.5.6. IQA/Learning Walk activity
 - 3.5.7. learner and employer satisfaction surveys;
 - 3.5.8. CPD.
 - 3.5.9. Welsh language compliance reviews
- 3.6. The Governing Body's Curriculum and Standards Committee will monitor the performance of Delivery Partners as part of its remit of scrutiny over all College quality provision.

4. Training and development

- 4.1. Delivery Partners will be expected to provide CPD for staff involved in the delivery of the learning programmes as well as participating in required college activities. The College's annual training and development plan based on identified training needs will be shared with all Delivery Partners to attend the CPD opportunities.
- 4.2. Regular in-house training sessions to ensure standardisation, compliance and effective use of technology and documentation will be scheduled and communicated to Delivery Partners. CPD activities will be run jointly enabling Delivery Partners to showcase areas that they have strengths and specialist skills that will benefit the overall provision.

5. Managing Performance

- 5.1. 5.1 It is the College's responsibility to ensure that learners receive high quality provision that meets the needs of the WBL Programme Specification regardless of who is delivering it. The College will ensure it has effective systems to identify and address underperformance, including:
 - 5.1.1. regular management information reports for each Delivery Partner;
 - 5.1.2. compliance audits to check accuracy and timeliness of data;
 - 5.1.3. effective systems to track learner progress;
 - 5.1.4. utilise systems to access live data.
- 5.2. All partners will be issued with a service level agreement detailing all aspects of quality assurance and compliance required including a data sharing agreement. Formal review meetings will be undertaken on a regular basis with Delivery Partners to review:
- 5.3. success Rates/unfunded learners/learners at risk;
- 5.4. performance against profile and overall contract allocation;
- 5.5. learner and employer satisfaction/complaints;
- 5.6. retention,
- 5.7. safeguarding, health, safety & sustainability and equality & diversity; • issues arising from document submissions.
- 5.8. Where underperformance is identified targeted measured action plans for remedial action will be agreed and documented.

6. Contingency Planning

- 6.1. The College will work with its Delivery Partners to ensure that all learners receive high quality, safe and inspiring training, with all the necessary support for individuals to achieve their aims to progress.
- 6.2. Should a Delivery Partner consistently fail to improve any element of its performance which is deemed to be unsatisfactory or inadequate, or consistently fail to engage in training or with the quality support systems which are in place, the College reserves the right to terminate the contract to protect the learners.
- 6.3. Should a subcontracting arrangement fail, the College will ensure continuation of learning to those learners affected. Designated staff would liaise with displaced learners and employers to provide the necessary support.

7. Management fee

- 7.1. A management fee is charged by the College based on a process that is transparent in how it is calculated and the services that the Delivery Partner can expect. This rate will be agreed annually by Senior Management Team and from 2021 will be published on the college website in line with Welsh Government Guidelines (2023 / 24 =15%). No payments will be made without a signed contract in place.

8. Learner and employer feedback

- 8.1. Processes are in place to gather the views of learners and employers and the feedback is acted upon. Learner and employer surveys are standardised and include Deliver Partner provision. Data from the surveys is used to improve performance.
- 8.2. A procedure is in place to investigate complaints about Delivery Partners. This is regularly reviewed to evaluate its effectiveness and actions taken to improve the learner experience.

9. Review

- 9.1. A review of the impact and benefits for learners of this policy will be completed every 2 years with a review of the management fee each year.