

# ESPA College Sub-Contractor Policy

October 2024

---

## 1. Introduction

ESPA College may engage with partners or sub-contractors in order to meet its mission to 'Raise Aspirations and Improve Lives', and we will engage with organisations who can help achieve this goal. We will do so where the sub-contracted provision is relevant to our core curriculum objectives and educational values.

Sub-contracting arrangements will be considered where they assist in achieving some of our student's aspirations such as:

- To better service the local community
- To diversify and develop the current offer
- To future proof delivery through new course opportunities with partners
- To further develop the range of our offer to future employers and learners

## 2. Who are our Sub-Contractors

For the purposes of this policy – sub-contractors are defined as partners who deliver a significant component of the Study Programme, funded by the local authority and included in the learners EHCP. In ESPA College this might typically be local GFE or Distance Learning Providers.

## 3. Rationale for Sub-Contracting

ESPA College recognises the contribution which partners/sub-contractors make in providing a diverse range of learning and training programmes which may not be available within our College and will enter contract arrangements if one or more of the following apply:

We will work with partners and sub-contractors where the following can be offered:

- Qualifications or programmes not readily available as part of our direct curriculum or training offer

- Expertise is available or sub-contractor has specialist niche provision/facilities
- Share similar views on delivering quality training programmes and customer service
- Add or complement our current offer
- Can demonstrate a commitment to improving the quality of teaching and learning through collaborative working.

#### **4. ESPA College Responsibilities**

ESPA College shall be responsible for the procurement, support and management of all subcontracted provision. The organisation supports partner/sub-contractor in terms of improving the quality of teaching and learning and investing in resources to ensure ESFA compliance. A Service Level Agreement will be agreed between ESPA College and the sub-contractor.

#### **5. Sub-contractors Support**

ESPA College will provide some or all of the following depending on the sub-contractors experience, capability and performance:

- Contract administration – ILR and data input, claims paperwork, audit and quality assurance paperwork checks and compliance, claims information and reports
- Training – contract compliance paperwork, ILR, learner reviews etc.
- Quality – oversight of quality assurance, sharing best of practice, inclusion in quality forums, SAR & QIP support
- Performance management – regular reviews, OTL, MIS reports etc.
- Staff training and development where appropriate
- Evaluation – support to gather learner feedback

#### **6. Monitoring Arrangements**

Sub-contractors are regularly monitored and observed to ensure high quality delivery is being delivered against the Service Level Agreement. Regular meetings will be scheduled, and outcomes shared with relevant parties.

There will be set standards in terms of shared expectations 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 withdrawal of contract could be applied.

#### **7. Payment Terms**

ESPA Ltd will make timely payments to partners and sub-contractors according to the value of the provision recorded on the ILR and submission of a valid claim.