



CTS Sub-Contracting Strategy 2021

Purpose

The intention for entering all sub-contracting agreements is to enhance the quality and scope of the learner offer. CTS are based in Sheffield within the Sheffield City Region (SCR) and want to ensure that the niche in provision offered extends to other areas of the SCR.

When entering sub-contracting arrangements, the board and governors will consider the following and ensure the agreement meets one or more of the following aims:

- Enhance opportunities available for young people
- Fill gaps in niche or expert provision, or provide better access to training facilities
- Support better geographic access for learners
- Offer an entry point for disadvantaged groups
- Consideration of the impact on individuals who share protected characteristics

Due Diligence

CTS will ensure that sub-contractors are selected fairly and have sufficient capacity, capability, quality and business standing to deliver the provision. Each sub-contractor is required to complete a Due Diligence exercise in line with ESFA Sub-Contracting and Control Regulations.

Monitoring

Monitoring and support will be determined by risk. As a minimum, sub-contractor will receive:

- Monthly MI reports
- Dedicated point of contact for administration, quality assurance advice and management
- Monthly – Quarterly management reviews dependent on learner volumes/recruitment methods and risk
- Regular partner meetings and sharing of best practice

CTS will ensure monitoring takes place so that:

- Learners are safeguarded
- Learners have access to the full entitlement, including (but not limited to) information and access to the 16-19 Bursary Fund and other learner support funding, information, advice and guidance and access to learning support if required
- The provision is of good quality
- That all delivery sites are of suitable quality for teaching and learning

Entering a contract agreement

CTS will ensure that each sub-contractor has a written contract; this will set out the responsibilities of both institutions (CTS and sub-contractor). In line with ESFA requirements, CTS will declare sub-contracted provision in the ILR Data returns.



The contract will ensure:

CTS has the right to exercise management controls of the subcontractor's activity, including but not limited to:

- Eligibility
- Performance
- Safeguarding
- Fee charging
- Access to auditors appointed by either the institution or funding body
- Controls over students, tutors and provision
- Controls over qualifications and curriculum

Controls and spot checks

Monitoring visits and unannounced spot checks will take place during the contract agreement periods and will include:

- Checks on eligible provision
- Direct observations of initial guidance and assessment processes
- The delivery of the study programme throughout the period of delivery, e.g reviewing learner work

Quality Assurance

CTS will conduct yearly quality assurance visits as a minimum in addition the above controls and spot checks. This visit will include the following the following (but not limed to):

- Observation of enrolment, teaching learning and assessment
- Interviews with learners
- Interviews with staff and leaders
- Observation/review of awarding body reports
- OTLA/joint observations
- Scrutiny of quality documents (including curriculum deep dives, OTLA reports, CPD logs)
- Review of SAR/Quality Improvement Plan
- Learner work scrutiny

Fees

CTS will charge a management fee based on the following scale

- 20% Based on new sub-contract **High Risk** – sub-contractors identified under this banding would either be new sub-contractors delivering or current providers that have identified concerns around quality issues such as documentation compliance or performance not meeting contractual agreements where an action plan/intervention is in place.
- 15% **Low Risk** – sub-contractors identified under this banding have fully met quality and performance requirements, have good quality systems in place, performing well, no audit concerns and is in a good financial situation.



All funding to the sub-contractor must comply with current ESFA funding rules and the contract agreement.

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