

Subcontracting Policy

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Subcontracting Policy

Purpose

This policy outlines Educationwise's procedures and guidelines for engaging with subcontractors in the delivery of DfE-funded provision. It ensures compliance with DfE regulations and aims to maintain the highest standards of delivery across all subcontracted services.

Scope

This policy applies to all subcontracting arrangements made by Educationwise where we are the prime contractor responsible for the delivery of education and training services funded by the DfE.

Policy Principles

- **Transparency:** Ensure clarity and openness in subcontracting processes.
- **Accountability:** Maintain rigorous oversight and monitoring of subcontracted services.
- **Quality Assurance:** Commit to the highest standards of education and training delivery.
- **Integrity:** Subcontracting decisions are made based on educational value and are free from conflicts of interest.

Rationale for Subcontracting

Educationwise engages subcontractors to:

- Enhance the breadth and diversity of educational offerings.
- Address specific learner needs that cannot be met directly by our resources.
- Extend geographical reach and access to training facilities.
- Engage with specialist providers to offer niche training and expertise.
- Supplement Educationwise's existing sector expertise where a subcontractor provides additional or complementary specialisms that enhance learner outcomes.
- Support other training providers through subcontracting arrangements, helping them to build capacity and capability as a Supporting Provider on the Apprenticeship Provider and Assessment Register (APAR) requirements.

Subcontracting decisions are made in accordance with DfE guidelines, ensuring that these arrangements are not used to fill short-term funding gaps and are reviewed annually.

5. Selection of Subcontractors

Subcontractors are chosen through a rigorous selection process that assesses their capacity, capability, quality, and business standing to ensure they can deliver the provision effectively. This process includes:

- A fair, open, and transparent due diligence process.
- Financial health checks and active registration verifications.
- Assessments of previous performance and compliance with DfE standards.

6. Due Diligence



Before entering into any agreement, thorough due diligence checks are conducted which include:

- Verification of legal status and registration.
- Financial health assessments including credit checks and reviews of financial statements.
- Background checks to ensure no affiliations with disallowed or extremist organisations.
- Evaluation of past performance and compliance with educational standards.

7. Management of Subcontractors

Subcontractors must comply with a legally binding agreement that specifies:

- The standards of service delivery.
- Monitoring and evaluation criteria.
- Terms of payment contingent on satisfactory performance.

8. Monitoring and Evaluation

Subcontractors are regularly monitored against performance metrics including:

- Learner enrolment and progression.
- Compliance with funding rules.
- Quality of training and learning outcomes.

9. Onboarding and Due Diligence

The onboarding process for new subcontractors includes:

- Introduction to key stakeholders within Educationwise.
- Distribution of the Subcontracting Partner Handbook.
- A detailed review and validation of the subcontractor's capacity and compliance.

10. Compliance and Quality Monitoring

Monitoring activities will include:

- Regular quality and contract reviews.
- Financial audits.
- Unannounced visits and themed reviews as necessary.

11. Reporting and Accountability

- **Compliance Reporting:** Regular reporting to DfE as required, including the provision of subcontractor declarations and financial audits.
- **Internal Reviews:** Annual review of subcontracting arrangements and policy to ensure ongoing effectiveness and compliance.

12. Subcontracting Fees

- Details of our Subcontracting Fees Policy are transparently published on our website and detailed within contracts with all subcontractors.

13. Policy Review

This policy will be reviewed annually to ensure it remains up-to-date with legislative changes and reflects best practice. Changes will be approved by the Board of Directors and communicated to all relevant stakeholders.

14. Publication

This policy will be made available on Educationwise's website and updated annually or as needed to reflect changes in regulation or our operational practice.

15. Related Policies and Documents

This policy should be read in conjunction with:

- Subcontractor Management Fee Policy
- Appendices
- Subcontract Contingency Plan: Outlines actions to be taken if a subcontracting arrangement needs to be terminated or if a subcontractor ceases to trade