

Subcontracting Policy

Reasoning for subcontracting

EEF Ltd (trading as Make UK) is committed to growing and diversifying the range of courses it delivers to widen participation (in particular 16-18, 19+), deliver to niche markets, engage in new and emerging markets and meet the regional and local economic development agenda. In order to achieve this, EEF Ltd (trading as Make UK) has taken the strategic decision to partner with organisations who can demonstrate high quality delivery.

EEF Ltd (trading as Make UK) is developing a like-minded subcontractors who can complement our existing provision, to assist with and offer quality driven industry-recognised qualifications to support learners and employers.

Policy on subcontracting

Under no circumstances will EEF Ltd (trading as Make UK), via its operating unit known as Apprenticeship and Skills, or the Technology Training Centre or Technology Training Hub, enter into any form of **Provision Subcontracting** as described in the latest ESFA Funding Rules.

In order to be able to respond to the needs of our apprentice learners and/or their employer at times and in certain circumstances we will purchase, on commercial terms, abiding by our standard purchasing policy and processes, specific learning aims from a legal entity.

To be clear, the ultimate responsibility for the delivery of the apprentice(s) Framework/Standard will rest with EEF Ltd (trading as Make UK).

The only subcontracting EEF Ltd (trading as Make UK) will engage in is via a commercial agreement with an appropriate legal entity to deliver specifically identified Qualifications and/or Units required as component parts of an Apprenticeship Framework/Standard. These could include a Technical Certificate, Functional Skills.

We will conduct all such subcontracting arrangements by complying with the latest ESFA Funding Rules. All organisations chosen to be a subcontractor will have met our selection and vetting criteria, which will include:

- being registered on the Register of Apprenticeship Training Providers.
- having a direct ESFA contract.
- have a current satisfactory Ofsted grade as a minimum or better.
- being deemed to have effective Safeguarding and Prevent measures.

We will not enter into or tolerate Second-level subcontracting.

EEF Ltd (trading as Make UK) commitment to improving the quality of Teaching, Learning and Assessment

EEF Ltd (trading as Make UK) is committed to a policy of continual improvement in the quality of teaching, learning and assessment. This is demonstrated through the Subcontracting Policy by ensuring that all partners are:

- Selected through our Due Diligence process that requires demonstrable evidence that they can deliver high quality teaching and learning.
- Managed through a process of performance monitoring and review as defined in the Service Level Agreement

Suitable providers, who could meet our selection criteria and who wish to be considered as an EEF Ltd (trading as Make UK) Subcontract partner, can submit an expression of interest at any time during the funding year. However, if an organization wants to be considered they will need to allow us sufficient time to conduct such due diligence as we deem necessary, before we enter into any delivery agreement with them. Such EOI should be submitted to David Hollinshead, Head of External Delivery, E-mail: dhollinshead@makeuk.org.

Apprenticeship Funding and our commercial charges to employers including a Management Fee

Where a learner is eligible, Apprentice funding originates from the Education Skills Funding Agency (ESFA) and is calculated and administered by EEF Ltd (trading as Make UK) in respect of each learner. A management fee is sought from employers in respect of all learners enrolled on our apprenticeship programmes, along with an employer contribution for any 19+ learners engaged, or where there is a short fall in funding. Full cost fees are charged for courses not funded through the ESFA.

Any adverse impact resulting from Government funding changes will necessitate a review of the charges with effect from the funding change date.

What support does EEF Ltd (trading as Make UK) expect from its partners?

The partnership relationship has a joint responsibility to deliver high quality provision to all learners. Therefore partners working with EEF Ltd (trading as Make UK) will have in place a level of support, guidance and information / systems, including:-

- Designated Contact.
- Learner performance updates against their programme.
- Access to learner support
- Quality management systems
- Safeguarding of Young People and Vulnerable Adults procedures
- Teaching, Learning and Assessment Data.

How and when does EEF Ltd (trading as Make UK) make payments to its partners?

EEF Ltd (trading as Make UK) operates an invoice based payment process with invoices due by the 24th of each month. Payment terms are 30 days from the date of invoice and payments are made by BACS.

Partners are responsible for all registration costs and any associated costs of maintaining Direct Claims Status with their awarding bodies.

EEF Ltd (trading as Make UK) Subcontracting Opportunities

Current partners have the opportunity to discuss the policy with their designated contact. Training Providers who wish to become an EEF Ltd (trading as Make UK) partner can discuss this policy with Jayne Griffiths, Compliance Manager, E-mail: jgriffiths@makeuk.org

How often does EEF Ltd review the Subcontracting policy?

This policy will be reviewed when updated Guidance from ESFA is issued, and/or the need to change any Commercial Arrangements. The updated policy will become effective from the Issue date below following approval by Make UK Apprentice & Skills Governing (Advisory) Body.

Where does EEF Ltd (trading as Make UK) publish the policy?

The Policy will be published on the EEF Ltd (trading as Make UK) website:

<https://www.makeuk.org/future-makers/contact-us>



Stephen Mitchell
Director of Apprentices and Technical Training
Effective from: 01/12/2020