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	Approved by  on  18 th July 2024
	Apprenticeships Handbook University of Buckingham
	Apprenticeship Subcontracting Procedures Apprenticeships Handbook University of Buckingham

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1. **P**

1.1 The purpose of this policy is to provide accurate and comprehensive information to external agencies on how the University procures its apprenticeship subcontracted services and the pricing framework used.

1.2 The University of Buckingham currently works with one subcontractor (see below) as part of the apprenticeship programmes. This is an area of delivery the University is not currently delivering and requires the expertise of others to deliver.

B	Cb	Dg
B	£10,000	Functional Skills in English Level 2 Functional Skills in Math's Level 2

2. **S**

2.1 This policy applies to all subcontracted apprenticeship provisions.

3. **U**

3.1 This mandatory policy applies to all apprenticeship subcontracted provisions supported with the funds supplied by the ESFA. The policy's content has been developed to comply with the [ESFA subcontracting standards](#) and [ESFA funding rules](#).

4. **n**

4.1 Subcontracting will only be considered to enhance the quality of the learner offer. The decision to subcontract will not be motivated by financial gain.

The educational rationale for subcontracting must be clear and must meet one or more of the following aims:

- To enhance the opportunities available for learners
- To fill gaps in niche or expert provision, or to provide better access to training facilities.
- To support better geographical access for learners
- To offer an entry point for disadvantaged groups, or to give consideration of the impact on individuals with shared protected characteristics.

4.2 The full range of fees retained by the provider and charges (which must be eligible costs) that apply, including funding retained for managing quality assurance/oversight and for administrative functions such as data returns. Management fees will not exceed 20% of the value of the funding.

4.3 All subcontractors must satisfy one of the following 4 criteria:



- 7.1 APPRENTICESHIPS PROFESSIONAL DEVELOPMENT POLICY
- 7.2 Apprenticeships Complaints Policy and Procedure Policy
- 7.3 INITIAL ASSESSMENT POLICY
- 7.4 ENGLISH AND MATHS DELIVERY POLICY
- 7.5 CONFLICT OF INTEREST POLICY FOR INTEGRATED APPRENTICESHIP END-POINT ASSESSMENT
- 7.6 FAIR ACCESS POLICY FOR APPRENTICESHIP END-POINT ASSESSMENT

8. D6

- 8.1 Where the provider buys in the delivery of apprenticeship training and / or on-programme assessment from a third party (including the apprentice's employer) this is subcontracting