

Subcontractor Services and Charges



The subcontractor will deliver Apprenticeship Learning Services in partnership with the main contractor as agreed within the Employer Learning Agreement and associated Schedules.

The subcontractor will obtain and retain evidence in accordance with the Department for Education Contract for Services (held by the main Contractor) and Performance Management Rules.

The main contractor will initially receive 100% of the funding for learning delivered for each learning programme.

The main contractor will then retain 20% whilst the subcontractor will receive 80% for the learning delivered.
(The maximum that the main contractor can retain is 25% as stipulated by DfE, however, we will only retain 20%.)

The Management Services fee (20%) will support the provision of

- Named Contracts Manager and Liaison Officer
- Annual audit of all partnership activity including annual risk assessment with target setting to include minimum success rates
- Annual monitoring of performance against DfE accountability framework
- Management Review
- Recruitment and vacancy posting and support
- Management of all starts, change of circumstances, movement and exit processes and paperwork
- Management of all initial assessment activity and IAG services
- Management of all Maths and English activity
- MIS function and submission of funding claim to DfE
- Dissemination of information to ensure the efficient delivery
- Core training that supports the delivery of the subcontract and the wellbeing of learners and staff
- Management of learner and employer annual surveys and customer care
- Process of self-assessment and the production of an annual self-assessment report and quality improvement plan
- Monthly funding template and ongoing finances
- Scheduled contract meetings throughout the year
- Quality Assurance and processing of all starts, change of circumstances, movement and exit processes and paperwork
- Quality Assurance and processing of all initial assessment activity and IAG services

- Quality Assurance and processing of all Maths and English activity
- MIS function and submission of paperwork for data input
- Administer and manage the requirements of EPA
- Ensure effective assessment, standardisation and internal quality assurance activity
- Carry out teaching, learning and assessment observations
- Manage all Internal Quality Assurance and External Awarding Organisation visits and forward
- Support learner and employer surveys
- Complete over-arching quality assurance activity – minimum 5% sample
- Administer and manage awarding organisation registrations function
- Administer and manage awarding organisation certification claims function
- Administer and manage end-point assessment processes and quality assurance
- Administer and manage awarding organisations processes and quality assurance visits

Learning Delivery Responsibilities

- First College will support the Learner Induction programme
- First College will provide access to Health and Safety, Prevent and Safeguarding learning resources
- First College will support preparation for end-point assessment
- First College will work in partnership with the subcontractor for the delivery of Business Administration, Customer Service and Management Apprenticeships