



PTP Training Limited

Rationale for Subcontracting and Funding Retained Policy 2022/23

1 Rationale for Sub-Contracting Provision

In line with the ESFA reforms to subcontracting education for learners over 16, PTP Training Limited have reviewed and updated their rationale for working with subcontractors and how we manage funding that is retained.

The review process has been based upon the published Funding Rules (August 2022 to July 2023), ESFA Subcontracting Standard.

We are a regional training provider based in the West Midlands, we have a delivery footprint that extends to Grimsby in the North and Bedford in the South. We have a team of direct delivery Tutors, working with 500 employers, delivering 44 Standards. We work with national organisations who require a diverse set of skills training, the majority of which we can deliver ourselves, where required we procure the services of expert provision.

Over the last three years we have actively reduced our levels of sub-contracting, this has been achieved by increasing the amount of specialist delivery we are able to deliver and embedding more home workers in strategic regions of the country.

We have conducted a rigorous approach to quality assurance and performance management which has led to the removal of poor performing sub-contractors.

We have reduced our sub-contracted provision to one provider who offers high quality teaching and learning. We have supported them to become a main provider themselves on ROATP and start their own delivery.

We have a team who offer guidance around compliance, and quality assurance preparing them for their own delivery contract.



2 Executive Approval & Monitoring

Based on market intelligence, stakeholder engagement and a risk based approach we will follow our procurement strategy when considering subcontracting. The rationale will have to meet one of the following:

- Enhances the opportunities available for learners
- Fills gaps in niche or expert provision better access to training facilities
- Supports better geographical access for learners
- Offers an entry point for disadvantaged groups; or
- Gives consideration of the impact on individuals with shared protected characteristics, where there might otherwise be gaps

Approval

Each year we will conduct a management review of the subcontractor process in line with current funding rules and regulation. We will take into account performance to date and any risk factors. A risk register will be maintained and a Contract Management Plan agreed to set out agreed costs, roles and responsibilities and a summary of the contract.

3 Agreeing Costs with Employers and Individuals

PTP Training Limited agree the costs associated with the delivery of each apprenticeship with each employer, they agree the costs associated with the delivery of each element of the apprenticeship with the sub-contractor.

4 Distribution of Funding

Apprenticeship Programmes

As part of our negotiated costs with each employer, PTP Training Limited agree the cost of delivering each element of the apprenticeship programme. The sub-contractor receives funding for delivering their proportion of delivery to each employer.

PTP Training Limited will retain up to 20% of the negotiated training fee in order to maintain the following:

25% of the retained fee (administrative functions and data returns)

- Ensuring financial probity, eligibility and compliance
- Supporting onboarding
- Completing audits and financial returns
- Registration of End Point Assessment Organisations where appropriate



75% of the retained fee (quality assurance and oversight)

- Provide quality assurance support through contract management and quality visits
- Provide coaching and feedback in relation to quality measures and deep dive activity
- Support with curriculum development from our Curriculum Manager where appropriate
- Sub-contractors will take part in standardisation activities, CPD
- Sub-contractors will have access to resources
- We will deliver paired teaching in each employer setting
- Contract management, monitoring and support

We will offer CPD activity through workshops for Functional Skills and Ofsted preparation and any other area identified through quality monitoring where appropriate. In each occupational sector, teaching staff will support delivery and the development of teaching resources where appropriate

General Principles

All of our sub-contractors are required to submit data timely and accurately, they are supported by a Business Support Team to ensure they are able to access information and support enabling them to make timely returns. All of our sub-contractors have access to The Curriculum Manager or Quality Leads in order to support curriculum management or make registrations to EPAOs. Our finance department will forward details of payments at the end of each month and pay on the date specified based on all the supporting evidence being in place. These payments and supporting evidence are subject to the ESFA contract specifications and in line with payments being received by this Agency to PTP Training Limited. Where there are omissions or incorrect evidence in place adjustments or a reclaim is made. PTP Training Limited will always follow up to date guidance from ESFA, based on their Funding Rules when making adjustments based on ineligible claims.

Payment Terms

PTP Training Limited will make payment to sub-contractors on 30th of each month based on the correct evidence being in place and received by the deadline specified. If evidence is not received by the deadline they will not be processed and deferred until the following month.

Policy Review & Publication

The Policy will be reviewed annually in July of each year. The policy will be published at www.ptp-training.co.uk

Signed



Date 30/6/22

Chris Luty

Joint Advisory Board Chairman

June 2022