

APPRENTICESHIP SUBCONTRACTING POLICY

Effective Date: 12/03/2022

Revision History:

01/08/2023

Review Date: 15/08/2024

Reviewed by: John Parker

This policy sets out the supply chain and fee management policy adopted by Creative Alliance

Purpose of Subcontracting

Creative Alliance subcontracts in the following circumstances:

- Where specialist provision is required to provide specialist courses to employers and learners.
- At the request of employers to allow flexibility and access to apprenticeship services that Creative Alliance would not be in a position to provide.
- In a small number of cases where an employer provides training in house as part of an apprenticeship provision to its own employees.

Creative Alliance will not subcontract with the following providers:

- Any provider not listed on the Register of Apprenticeship Training Providers.
- Any supporting providers who are not on the Register of Apprenticeship Training Providers but will deliver less than £100,000 of training.
- Any provider who is considered a higher-risk organisation as per the ESFA financial assurance guidelines.

The due diligence process will enable us to make decisions based on the above.

Programme Set Up

Creative Alliance will clearly state the following for each employer that we work with:

- The apprenticeship training and/or on-programme assessment that we will directly deliver
- The amount of funding that we will retain for our direct delivery
- The apprenticeship training and/or on-programme assessment that each delivery subcontractor will contribute to the employer's apprenticeship programme
- The amount of funding we will pay each delivery subcontractor for their contribution
- The amount of funding we will retain to manage and monitor each delivery subcontractor

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- The support we will provide each delivery subcontractor in exchange for the amount of funding we will retain
- The monitoring we will undertake to ensure the quality of the apprentice training and/or on-programme assessment we have contracted our delivery subcontractors to carry out
- Any actual or perceived conflict of interest between us and any delivery subcontractors

Improving Teaching, Learning and Assessment.

Creative Alliance has robust arrangements in place to share knowledge and develop best practice in the delivery of teaching, learning and assessment.

Feedback is collected from both employers and learners through:

- An annual survey of all employers and learners who were on programme during the previous academic year.
- Quarterly sampling of employers and learners on programme.
- Follow up phone calls with employers and learners within 12 weeks of their start date and before the first formal review.

Data and outcomes are monitored through:

- Six weekly case load reviews between the Quality Manager and Development Coaches / Trainers
- Six weekly sampling of learner progress on the e-portfolio.
- Monthly reviews by the Senior Management Team and appropriate interventions agreed and implemented through this process.

Improvements in delivery are generated by:

- A monthly Teaching, Learning and Assessment Standardisation and CPD day for all the Delivery Team.
- Quarterly Observations by the Quality Team, which includes external IQA's, of Teaching, Learning and Assessment. These are recorded and are developmental in intent.
- Quarterly reviews of the Vocational and Educational CPD that the Delivery Team have undertaken.

Sub-contractors are subject to the same process in order to monitor their delivery, both for their training and on-programme assessment. We work with our subcontractors in order to ensure continuous improvement is taking place and the impact on the learners is positive as well as allowing them to progress successfully on their apprenticeship programmes. A governance structure is in place to ensure consistent and valuable communication.

Creative Alliance has agreed to sub-contract specialist cultural industries training provider Artswork to deliver the Events Assistant and Cultural Learning and Participation Officer

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apprenticeship standards for employers in the south of England. These are both apprenticeship standards that Creative Alliance delivers. We will agree a programme of knowledge-based seminars with Artswork for both standards and we will deliver 20% of those.

Artswork are an experienced apprenticeship training provider having previously had a sub-contract to deliver these standards with a local college. Their delivery programme is being aligned to fit within the Creative Alliance Quality Assurance policy and process to ensure consistency of delivery across the two locations in Birmingham and Southampton.

Other specialist providers may be introduced if, after careful consideration, this is believed to be in line with Creative Alliance values and of benefit to the employers and apprentices working with Creative Alliance.

This includes working with potential providers who can offer specialist provision in sub-sectors of the creative industries with very limited existing apprenticeship training offers.

It may also include, in the future, supporting levy paying employers in the creative and cultural industries to apply to RoATP to become an Employer Provider and we will then explore the option of sub-contracting some provision back to them on an actual cost basis. This will allow those employers the flexibility in creating a scheme providing the apprentices with all the support necessary to thrive in their working lives. The delivery of such a programme will be monitored as part of an overall programme that Creative Alliance are accountable for. Subcontracting to the employer allows for the skills and behaviours training to be delivered in context for the learners (the context being their employer's work practices and systems) as well as for Skills and Behaviours training to be delivered by expert "practitioners" e.g. more experienced employer staff who understand the relevant culture, career paths, expectations and client base. Impro

Management Fees and Support

The support provided will vary on a case by case basis but may include:

- Completing client and apprentice sign up process
- Input of data onto the ILR
- Managing payments to the subcontractor
- Collecting co-investment payment from the employer
- Sampling of subcontractor learners
- Due diligence and quality assurance procedures
- Sharing good practice
- Account management meetings
- Observations and learning
- Support during Ofsted inspections and audit
- Monitoring completion data and KPIs
- Providing on programme support and skills training to the apprentice
- Carrying out progress reviews and monitoring progress of apprentices

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- Reporting to employers on progress
- Support in passing through the Gateway and in preparing for the End Point Assessment

The fees charged will be agreed on a case by case basis depending on the extent of services provided.

This will include business factors such as:

- The level and type of professional training provided
- The level of on programme support provided to the apprentice and the employer
- The level of support provided to the subcontractor
- The commercial relationship between the parties
- The number of apprentices

The management fee will be between 0 and 20% of the funded costs.



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For and on behalf of
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