

Sub-contracting Policy



Introduction

Mighty Oak is focused on providing the best possible experience to learners, apprentices and their employers. Where we decide that this aim can best be achieved by subcontracting provision, we will do this in line with this policy.

Responsibilities

Mighty Oak is responsible for the learning experience and the apprenticeship journey, including actions taken by subcontractors on its behalf.

All actions taken regarding subcontracting will be made in line with ESFA funding rules and guidance from Ofsted or such other relevant government bodies as may be appropriate.

The **company owner** will ensure that:

- All relevant rules are met
- Selection of subcontractors is carried out in accordance with this policy
- Subcontracting provision is regulated by a written contract
- Quality assurance is carried out on subcontracting provision
- Employers are notified of any provision made by subcontractors

Subcontractors are required to have robust policies and procedures to ensure compliance with Mighty Oak's requirements as detailed in any subcontracting contract. These must be available on request. They must work in line with reasonable requests from Mighty Oak regarding the provision made on its behalf.

Selection

Due diligence

Mighty Oak will not subcontract with providers who are deemed to be inappropriate. To establish this, there will be a robust process of due diligence when selecting subcontractors. This will include the quality of learning delivery, value for money, the learning experience and the impact on employers.

Due diligence will include, but is not limited to, confirming that the proposed subcontractor:

- Is on the Register of Apprenticeship Training Providers where this is required
- Has compatible aims and values with Mighty Oak

- Has capacity to deliver the required provision
- Has a record of high-quality provision
- Has appropriate policies in place to ensure compliance with legal requirements and good practice and these policies are implemented effectively
- Is of appropriate legal standing
- Has no conflict of interest
- Charges an appropriate cost for the provision

Contracting

Successful subcontractors will enter a contract with Mighty Oak that will cover the whole period of the subcontracting provision.

This will include:

- Details of the provision being delivered by the subcontractor
- Details of how payments will be made to the subcontractor
- Any potential conflict of interest
- The responsibilities and expectations of the subcontractor and Mighty Oak
- Contact details for both parties to resolve any issues
- Agreement of actions to be taken in the event of anything that may affect provision to the apprentice

Monitoring

Mighty Oak will work with the subcontractor to ensure high quality provision to learners, apprentices and employers.

This will include:

- Regular contract review meetings
- Planned and unplanned observation visits
- Obtaining feedback from employers and apprentices to monitor delivery

The frequency of meetings will be agreed at an appropriate level based on the amount of provision.

The agenda for such meetings will be agreed based on the type of delivery being subcontracted.

Version information

V1 policy December 2024 (policy will be updated annually)



Julie Maycock (Company Owner)

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