

# Subcontracting Strategy 2020/2023



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# Subcontracting Strategy 2020/2023

## 1. Overview of Policy

This policy, which is refreshed annually, details MediPro's Strategy for Subcontracting and management arrangements.

## 2. Subcontracting Strategy

MediPro's Strategic Plan details the 5 priorities:

1. Create an excellent learning and teaching environment
2. Cultivate a dynamic learning organisation where students develop knowledge and skills to achieve qualifications valued by industry
3. Instilling an energy for our staff to succeed and celebrating success
4. Leading as a business that is a promoter for governance, financial control and balanced risk taking
5. Enhance our position as the education provider of choice across our community

MediPro is committed to delivering high-quality apprenticeships that exceed the expectations of our Apprentices and Employers. Where possible MediPro apprenticeships team will deliver all parts of the programme, either face to face or virtually, without the use of subcontractors.

MediPro currently offer advanced and higher-level apprenticeship standards nationwide to meet the niche requirements of the ambulance services: specialising in, but not limited to, the following areas:

1. Patient transport service
2. Emergency and urgent ambulance support worker
3. Associate ambulance practitioner

**Subcontracting Rationale** - MediPro will only consider a subcontractor arrangement in circumstances where there is a need to employ specialist knowledge and skills to support the delivery of our apprenticeship programmes, and where another organisation can provide:-

- Training linked to specific employer demand.
- Where the use of the subcontractor will enhance the apprentices' experience through specific expert provision.
- Where it is a contractual requirement with the employer that part of the delivery of the apprenticeship is subcontracted to them.
- To support larger volumes of learners than MediPro is able to reach, to deliver a niche component of the apprenticeship, particularly "Emergency Response Ambulance Driving".
- Specialist resources or expertise, not available at MediPro
- Opportunities to expand MediPro's offer into new markets
- A flexible learning model for those who are unable or unwilling to attend MediPro's training academy

Through subcontracting, MediPro aims to support the following priorities:

- Driving local and regional economic growth
- Ensuring exceptional achievement, progression and destination of learners
- Supporting financial resilience

### 3. Subcontracting priorities for 2020/2023

MediPro intends to work with:

- Partners who can deliver specialist training to underpin MediPro's delivery
- Partners who can provide strategic opportunities to support the development of Apprenticeship Standard programmes
- Partners who provide added value to MediPro's academic and commercial success

MediPro will only enter a subcontracting relationship with a subcontractor for apprenticeship provision where they are eligible to receive apprenticeship funding, as outlined in the ESFA Apprenticeship Funding Rules. All subcontractors have a contractual relationship with MediPro and are required to undergo rigorous quality assurance processes and remain compliant with the ESFA Apprenticeship Funding Rules.

**Subcontracting Management Fees** - MediPro does not charge a management fee when subcontracting apprenticeship training provision.

In all cases, the decision to subcontract will be discussed and agreed with partners before entering any subcontract arrangement and will be recorded in the Service Level Agreement and Contract.

Subcontractor arrangements for 2020/23 will apply to programmes funded under apprenticeships only and where identified as appropriate to support opportunities to support delivery of the strategic aims of this policy.

## Rationale for subcontracting 2020-21

Provider	Contract	Nature of provision & target learners	Rationale for subcontracting
<p>East of England Ambulance Service NHS Trust</p> <p>London Ambulance Service NHS Trust</p>	<p>Apprenticeship Standards:-</p> <p>Level 3 Certificate in Emergency Response Ambulance Driving</p> <p>This programme is a four-week, off the job, blended and supportive programme with 90% practical driving in specialist vehicles, delivered by IHCD/ DERADI qualified Instructors, carrying out practical assessments, observations and driving test.</p>	<p>The level 3 Certificate in Emergency Response Ambulance Driving is embedded as a mandatory qualification within the apprenticeship standards listed below:-</p> <p><b>Target Learners - Age 19+ on apprenticeship Standards:-</b></p> <ol style="list-style-type: none"> <li>1. Level 3 Ambulance Support Worker (Emergency, Urgent and Non-Urgent)</li> <li>2. Level 4 Associate Ambulance Practitioner</li> </ol> <p>For the delivery of the driving qualification only, MediPro enters into a subcontracting relationship with the employer, where;</p> <ul style="list-style-type: none"> <li>• the employer is an approved "Employer Provider" on Register of Apprenticeship Training Providers, and</li> <li>• the employer wishes to retain responsibility for the delivery of driving activity to their apprentices in-house.</li> </ul> <p>The use of subcontractors as described above, is agreed by MediPro and the Employer at the start of an apprenticeship and forms part of the contractual agreement and Service Level Agreement.</p> <p>With the exception of the subcontracting instance as outlined above, in all other circumstances, MediPro retains delivery of the apprenticeship programme in its entirety.</p> <p>MediPro only enters a subcontracting relationship for apprenticeship provision when the subcontractor is eligible to receive funding, as outlined in the ESFA Apprenticeship Funding Rules. All subcontractors to MediPro are required to undergo a rigorous quality assurance processes and remain compliant with the ESFA Apprenticeship Funding Rules.</p>	<p>In the majority of cases the Ambulance Service NHS Trust wish to retain responsibility for delivery of the driving provision for the following reasons:-</p> <ol style="list-style-type: none"> <li>1. The qualification is developed in partnership with the NHS Ambulance Service Driver Training Advisory Group (DTAG), to meet the requirement for ambulance service drivers to claim exemptions under the road traffic act and to operate to the specification of the high-speed driver training regulations of the Department for Transport.</li> <li>2. Due to the niche expert provision required to deliver this element of the programme, in terms of providing authentic access to training facilities, the environment, and specialty of instructor expertise, emergency response vehicles, and to consistently meet the standards of the regulations of the Department of Transport. For example, instructors must hold the IHCD or DERADI Ambulance Driving Instructor qualification.</li> <li>3. It is the highest risk activity that staff undertake and one which the Ambulance Service NHS Trust and their Insurance providers, feel should be retained in-house.</li> <li>4. The use of subcontracting delivery of this particular element compliments the delivery by MediPro, enriches the learners experience and enhances the opportunities available to apprentices.</li> </ol>

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## 6. Partner Provision and Management Policy

MediPro has robust partnership selection and management processes in place which is subject to internal audit.

MediPro intends to gain External Audit Certificate of Assurance for Subcontracting in July 2021.

MediPro works with a minimal number of partners on a subcontracted basis to deliver high quality training and education against its key priorities. MediPro's main aim is to increase the impact on local communities through extended reach and investing in local community partners.

Any subcontractor must pass a detailed due diligence process which includes, but is not limited to:

- Review of previous Ofsted appraisal, or applicable assurance reports.
- Partners must be on ROATP as a main or supporting provider for apprenticeships.
- Agreement that the subcontractor will not subcontract any of MediPro's training.
- Evidence of financial viability
- The business's legal status.
- Checks for current or past litigation.
- Review of current safeguarding and welfare provision.
- Review of the capacity to deliver training and team competence.
- Review of required policies/procedures.
- Learners are aware of being on a MediPro apprenticeship programme.
- Employers are aware of (and agree to) MediPro being the training provider.

MediPro has robust partnership management processes in place that have been subject to internal audit. Through our subcontracting partners, MediPro can develop understanding and knowledge of different sectors and communities, learning through shared good practice.

## 7. Fees and Payments

MediPro is committed to high quality teaching and learning, and the proportion of the fees retained reflect this and is reasonable to cover MediPro's own costs to deliver the services provided.

MediPro will pass on an agreed amount of funding for the actual cost of the subcontracted delivery elements of the apprenticeship standard. No further amount will be taken as a management fee. MediPro will monitor the subcontractor activity and provide support to the subcontractor.

Payments to subcontractors - Following validation of evidence in the ILR return MediPro, and upon receipt of invoice from subcontracting partners, will make the appropriate monthly or quarterly payments as agreed, over the duration of the delivery of learning, less 20% completion value which will be retained. Any adjustments will be paid to the subcontractor on reconciliation.

Completion payments retained will be released to the subcontractor following the receipt of evidence of the learners completion.

## 8. MediPro Support for Subcontractors

The exact mix and level of support for each subcontractor will be assessed initially as part of the due diligence process, prior to contracting, and thereafter on an annual basis.

For new subcontractors, monthly reviews will be conducted by MediPro and the Subcontractor to identify any day to day operation and administrative issues. All subcontractors will be subject to regular review.

Other areas of MediPro's support include input and guidance on the following:

- Support with due diligence
- Establishing and maintaining quality management systems
- Certification and registration with awarding bodies
- Audit of management systems
- Support & audit of learner paperwork
- Curriculum, Observation of Teaching and Learning and Quality support
- Training and development

## 9. Teaching, Learning & Assessment

MediPro is committed to improving the quality of teaching and learning and along with partnership review meetings, the additional quality checks include:

- Initial Quality and Curriculum Visit:
- Partner Training Events on developing and embedding good consistent practice, safeguarding, reviews and PREVENT.
- Any actions will be highlighted in the partner review meetings.
- Self-Assessment: support with the completion of the annual SAR
- Review of tracking and predicted achievement rates

## **10. Communication of Policy**

MediPro will share in writing MediPro's sub-contracting policy, discuss funds, details of the paperwork processes and partnership procedures for the academic year with all potential partners at the start of 2020/21.

The Education Planning Lead manages the business and day-to-day relationship with subcontractors.

## **11. Publication of Policy**

This policy is published on MediPro's website and issued to all partner organisations.

## **12. Subcontracting Contingency Plan 2020/2021**

In the event that MediPro needs to withdraw from a subcontract arrangement, a subcontractor withdraws from the arrangement or a subcontractor goes into liquidation or administration, MediPro will take steps to ensure that provision is made to preserve the continuity of the provision and learners involved are able to complete their qualifications. A contingency plan for MediPro subcontracting provision is produced annually.