

Reason for Sub Contracting

TheLightBulb is a private training provider and prime contract holder with the ESFA (ESF match funding). We deliver funded and full cost learning and development work throughout the SELEP and work with various subcontractors to produce high quality training which impacts positively on learners and employers.

The use of subcontractors to provide services or full provision enables us to:

- provide targeted and specialist training and support to meet learner/employer needs
- work across multiple sectors and in niche or emerging industries
- respond to changes in priorities
- support learners in multiple counties throughout the SELEP who would otherwise be outside our catchment area
- complement our own provision with that from other providers

Commitment to improving quality

TheLightBulb is committed to a providing quality service that meets the needs of all our stakeholders and have robust quality assurance embedded throughout our organisation. Subcontractors will be expected to meet TheLightBulbs standards and commitment to providing a quality service, sharing of good practice and maintaining professional development of their own staff.

TheLightBulbs continual improvement plan and self-assessment report will form part of the management process to ensure continuous improvement is embraced by all.

Recruitment of Sub Contractors

Sub-Contractors will only be recruited by TheLightBulb to provide services that complement our own delivery. Each Sub Contractor will undergo the following due diligence checks before being accepted by TheLightBulb:

- Proof of registration with the Register of Training Organisations and if applicable Register of Apprenticeship Training Providers
- EQA reports for previous 2 years and proof of accreditation with awarding bodies
- Financial reports for previous 2 years including Accounts
- Proof of relevant insurance policies in existence
- Matrix Accreditation
- Appropriate organisational policies in place including safeguarding, Equality and Diversity, Health and Safety and Risk.

Typical Fees

TheLightBulb performs a management function for all subcontractors. This fee is set to reflect the different support, functions and services that are provided to an individual subcontractor.

The management fee retained for subcontracting of full provision range from 20% to 30%. Larger amounts may be retained where we act as an accreditation centre for the provider and where TheLightBulb pays registration and certification fees.

Support for Sub Contractors

Subcontractor packages can contain a mix of support and services. The following list gives examples of these:

- Support for creation and maintenance of systems for quality, safeguarding, health and safety
- Management information and data handling
- Administration of SFA grants and incentives, for example, AGE grants
- Certification and registration with awarding bodies
- Support for audit of systems and procedures
- Support with standardisation meetings and EQA visits
- Guidance on funding rules
- Support for self-assessment reporting and continuous improvement planning
- Observations of Teaching, Learning and Assessment with support packages
- Support for functional skills delivery including use of Forskills online delivery
- Access to e portfolio system for learners
- Access to on line diagnostic tools
- EAT and TAQA training and support for staff
- Safeguarding training and awareness sessions
- E&D support and access to our Hot Topics suite of resources
- General CPD sessions for staff
- Use of rooms and facilities for meetings
- Use of equipment such as laptops and projectors
- Telephone surveys on learners

Payment Terms – ESFA Adult Skills Budget and Apprenticeships

TheLightBulb will raise an invoice request form each month for the subcontractor after the data service deadline. This will detail all activity that was processed within the previous month and uploaded.

The subcontractor will then validate the claim and once all activity and monies are agreed raise an invoice. The invoice will be paid by BACS payment before the last day of that month. Therefore all agreed activity taking place in period 1 (August) will be paid on or prior to the 30th September.

Communication and Publication of Policy

This policy has been published on TheLightBulb. A hard copy is available on request and it will be discussed with subcontractors at review meetings.

Policy Review

The policy will be reviewed when funding rules are issued and any changes notified to the subcontractors.

Revision Date: 01/08/2013	Rev. No. 1	Reviewer's Initials: SJT
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