



SUBCONTRACTING WITH PORT TRAINING SERVICES

Overview

Port Training Services (PTS) are committed to delivering high quality Apprenticeships that meet the needs of Apprentices and our clients (employers). PTS engage subcontractors when additional training is required to enhance the delivery of the apprenticeship programme and the overall experience.

When acting as the main provider within an apprenticeship PTS will provide governance and quality assurance for all delivery under the apprenticeship and hold the contractual and financial relationship with our clients and the Education and Skills Funding Agency (ESFA). The use of subcontractors is agreed with our clients prior to the commencement of any apprenticeship programme and is detailed in our client agreements.

All subcontractors must pass a detailed due diligence process as per the PTS quality management process which includes, but is not limited to, appraisal of Ofsted or applicable assurance reports for validation of quality, appraisal of trainer qualifications, and business continuity plans. All subcontractors must be on the ESFA Register of Apprenticeship Training Providers (RoATP). If a subcontractor is not on the register they will not be approved as a subcontractor to PTS.

All subcontractors must enter into an agreement with PTS agreeing to:

- Adhere to the ESFA funding rules at all times
- Provide PTS with all the required ILR data so that data returns to the ESFA accurately reflect delivery information
- Allow the ESFA, and any person nominated by the ESFA, access to the subcontractor's premises and to all documents related to the delivery of apprenticeships
- Provide sufficient evidence to allow the PTS to:
 - Assess their performance against Ofsted's common inspection framework or the requirements of the QAA quality code;
 - Incorporate the evidence they provide into the main providers self-assessment report; and
 - Guide the judgements and grades within the PTS's self-assessment report
- Always have suitably qualified staff available to provide apprenticeship training and/or on-programme assessment
- Co-operate with PTS to ensure that there is continuity of learning for apprentices if the subcontract ends for any reason
- Inform PTS if evidence of irregular financial or delivery issues arise. This could include, but is not limited to, non-delivery of training when funds have been paid, sanctions imposed by an awarding organisation, allegations of fraud, an inadequate Ofsted grade, not meeting relevant QAA quality code indicators, allegations or complaints by apprentices, employers, staff members or other relevant parties
- Not use ESFA funding to make bids for, or claims from, any European funding on their own behalf or on behalf of the ESFA
- Not use payments made by the ESFA as match funding for (European Social Fund)ESF project