HUDDERSFIELD TEXTILE TRAINING LIMITED

UKPRN 10003190

**Apprenticeship Sub-Contractor Declaration Policy**

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| **Effective Date** | **Review Date:** | **Version Control:** | **Approved By:** |
| June 2025 | May 2026 | 1.0 | M Jenkins (Director) |

1. **Purpose**

This policy outlines HTTL’s approach to the use of sub-contractors in the delivery of apprenticeship training and/or on-programme assessment funded through the Education and Skills Funding Agency (ESFA). It ensures full compliance with ESFA funding rules, promotes transparency, and safeguards public funds.

1. **Scope**

This policy applies to all apprenticeship training and/or on-programme assessment provision that is delivered in whole or in part by a sub-contractor where funding is drawn down from the ESFA. It includes:

* Main provider-led delivery where subcontracting occurs
* All delivery funded via the Apprenticeship Levy or non-Levy contracts
* All relevant staff, sub-contractors, and delivery partners

1. **Principles**

* **Compliance:** All sub-contracting arrangements will comply with the current ESFA Funding Rules and Subcontracting Standard.
* **Transparency:** HTTL will publish this policy on its website.
* **Value for Money:** Subcontracting arrangements will demonstrate clear educational or financial value and enhance learner experience.
* **Quality Assurance:** HTTLwill ensure sub-contractors deliver high-quality provision consistent with our own standards and Ofsted expectations, observed and audited a frequent intervals.

1. **Use of Sub-contractors**

HTTL will only subcontract where:

* The subcontractor can deliver training or services that HTTL cannot deliver wholly itself.
* The subcontractor provides niche/specialist training that improves the offer to employers/learners.
* The arrangement supports geographical reach or capacity in a cost-effective and quality-assured manner.

Sub-contractors will not be used to avoid direct delivery or to bypass ESFA funding rules.

1. **Due Diligence**

Before entering into any subcontracting arrangement, HTTL will conduct rigorous due diligence checks to assess:

* Financial health and stability
* Quality of provision and Ofsted rating (if applicable)
* Track record with funded provision
* Insurance, safeguarding, and data protection compliance
* Management capacity and governance

These checks will be recorded and available for audit.

1. **Contracts and Monitoring**

All subcontracting arrangements will be governed by a legally binding written contract. These contracts will include:

* Scope of delivery
* Payment terms and funding value
* Quality and compliance expectations
* Data sharing, safeguarding, and reporting requirements

Regular monitoring will include:

* Quality assurance visits
* Learner feedback
* Review of teaching, learning, and assessment
* Audits of learner files and ILR data

1. **Funding and Fees Policy**

HTTL will retain a maximum management fee as agreed in writing with the sub-contractor. This fee covers:

* Quality assurance
* Contract management
* Compliance monitoring and support

A breakdown of services provided in return for the fee will be published alongside this policy annually.

**8. Declaration to the ESFA**

HTTL will:

* Submit a Sub-contractor Declaration to the ESFA by the published deadline(s), even if no subcontracting is in place.
* Update the ESFA immediately if subcontracting arrangements change.
* Publish up-to-date details of all subcontracting arrangements on our website by 31 October each year.

**9. Review and Publication**

This policy is reviewed annually or sooner if ESFA rules change. The policy is published on our website and available upon request.

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| **Signed:** | A close-up of a signature  AI-generated content may be incorrect. |
| **Role:** | Director of Training |
| **Date:** | 4th June 2025 |