

INTROTRAIN & FORUM LIMITED

Subcontracting Policy

Introtrain & Forum Limited select subcontractors who agree to and comply with the requirements and stipulations of the Education & Skills Funding Agency (ESFA) Funding Rules in terms of quality of provision and financial stability. We would only subcontract where delivery complements our own provision and provides us with an opportunity to grow by widening both geographically and in occupational areas.

Subcontractors provide Work Based Learning provision, including any associating learning support, for their occupational area, in accordance with the Contract and Funding Agreement issued by the ESFA to the Contractor.

The Subcontractors agree to attend the Contractor's Management Meetings to ensure and monitor compliance with the ESFA Contract and Funding Agreement in respect of:-

- Overall Effectiveness
- Capacity to Improve
- Outcomes for Learners
- Quality of Provision
- Leadership and Management
- Equality and Diversity
- Safeguarding

Subcontracting Agreements

All Subcontracting Agreements are reviewed and issued annually and include terms for termination and ongoing provision.

Supply Chain Fees and Charging Policy

The Contractor's charges are based on the level of support required and the amount of training directly delivered by the Contractor. Fees will depend on whether the Subcontractor maintains their own data. Charges range from 5% to 25%.

Funding Claims and Payments

All ILR data, whether input by the Subcontractor or manually provided to the Contractor for input, must be ready for upload by the last working day of the month. Payments are made to the Subcontractors within 5 working days of receipt of payment from the ESFA less the deduction of the relevant Management Fee.