



## CITB Apprenticeships Subcontracting Broad Statement

The purpose of this statement is to provide transparency and consistency of approach to CITB Apprenticeships subcontracting procedures, selection of subcontractors, funding retained by CITB Apprenticeships and support afforded to its subcontractors. Details how the CITB Apprenticeships will apply costs to contracts with organisations subcontracted to deliver educational services.

CITB Apprenticeships has a robust approach to the selection of suitable subcontractors through Pre-Qualification Questionnaire, Dynamic Purchasing System and due diligence process. CITB will manage and monitor subcontracted provision to ensure the delivery of high quality and value for money apprenticeships through a recognised and trusted industry training brand.

This document outlines CITB Apprenticeships Subcontracting costs for the 2019/20 academic year. It will apply to all subcontracted training activity undertaken by the CITB Apprenticeships. This statement has been written in accordance with the Education and Skills Funding Agency Apprenticeship funding, performance-management rules for subcontracting compliance.

### CITB COSTS

CITB will pay 65% of the Total Negotiated Price (TNP less EPA costs, if applicable) to the delivery subcontractor for their contribution. The network of subcontractors will deliver the educational programme for every apprentice, under the contractual terms and conditions of the CITB framework and call-off agreement

| <b>The Services CITB will provide.</b><br><i>The costs of 35% has been agreed with the Association of Colleges (AoC)</i>  | <b>The proportion of costs retained by CITB (35%)</b> |
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| <p><b>Contract Administration</b></p> <p>Contract administration is the data entry, storage of evidence packs, all aspects of the funding requirements, payment scheduling and invoicing. Enabling our network of subcontractor to focus on training our apprentices, leading to a high quality provision</p>   | 15%   |
| <p><b>Quality Assurance</b></p> <p>CITB provides a variety of quality assurance monitoring functions including, learner walks, forums and surveys.<br/>CITB can offer training for Self-Assessment preparation and to be a critical friend and provide Ofsted support services.<br/>These quality assurance functions help to ensure the highest level of provision where CITB is not the direct provider and supports the improvement of training and learning across the sector, providing value for money.</p> |   |
| <p><b>Manging Subcontractors</b></p>  |   |

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| <p>Production of Qualification Achievement Rate (QAR) data and providing the data to subcontractors for use in their own reporting and Self-Assessment Report/Quality Development Plan.</p> <p>CITB's overall Qualification Achievement Rate continually outperforms both the Construction Sector and the National "All Apprenticeship" Rates. Subcontractors who therefore subcontract with CITB will benefit by enhancing their own achievement rates.</p> <p>Subcontractor meetings are held to establish the subcontractor's capability, discuss any improvement, interventions and to set action plans as and when required.</p> <p>The areas for discussions:-</p> <ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• Progression of apprentices, interventions</li> <li>• Additional Learning Support</li> <li>• Awarding Body/ Standards compliance</li> <li>• EDIM's – Equality and Diversity Impact Measurements</li> <li>• Quality of Provision</li> <li>• Facilities</li> </ul>   |            |
| <p><b>Managing Contract Compliance and Audit</b></p> <p>Audit and compliance is directly linked to the reputation of the CITB subcontracting provision. CITB manage the continuous funding error reports, including application of correct funding for all apprentices. CITB undertakes the risk of funding compliance and audit. Enabling our network of subcontractor to focus on training our apprentices, leading to a high quality provision.</p>  |            |
| <p><b>Safeguarding</b></p> <p>CITB have a strong Safeguarding Policy and champions including out of hours contact for Apprentices in difficulty. CITB's apprenticeship staff have had Safeguarding training including the placement of a responsible, designated and champions to support the apprentices throughout their apprenticeship</p>   |            |
| <p><b>Supporting Apprentices</b></p> <p>Assigned Area Delivery Manager and Apprenticeship Officers to oversee the provision and to support the subcontractor in the delivery of the Apprenticeship through the tripartite of the relationship between Apprentice, Employer and Subcontractor. The monitoring of learner documentation including tracking records electronic portfolios, the subcontractor's equivalent format, the Apprenticeship Officer will monitor and liaise with the subcontractor and take early interventions to ensure the continual progression of the apprentice. CITB want to minimise apprentice's dropout by using these early indicators leading to greater success rates and ensure all apprentices have an enjoyable and seamless programme.</p> <p>Reviews and Individual Development Learning Plan (ILDP) are conducted at regular intervals with the apprentice on site and at subcontractor premises. The reviews are to understand the apprentice's knowledge and understanding of training that has taken place and to discuss any areas of concern.</p> <p>The review gives the Apprenticeship Officer and the employer an understanding of the progress of the apprentices has made and focuses on what they need to do to</p> | <p>20%</p> |

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| <p>complete the apprenticeship. This process is vital in ensuring that the tripartite, including the funding and inspection demands are fully met.</p> <p>CITB provides the schedule of training and delivery of off the job training. Workplace Tutorials are used to deliver many key aspects of the apprenticeship programme. Tutorials are an established and highly effective method of delivering knowledge, and a recognised part of the learning process.</p> <p>Our apprenticeship programmes include the delivery of the required mathematics and contextualised English. CITB deliver a bespoke, learning tool matched to identified development areas that support the apprentices in improving their Maths and English skills. This is an essential aspect of the Apprenticeships programme.</p> |  |
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