

# Monitoring of Sub-contracted Provision Policy

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<b>Owner</b>	Vice Principal Curriculum and Quality
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<b>Date of Board approval</b>	
<b>Revision history</b>	

## **Monitoring of Subcontracted Provision Policy**

### **1.0 Introduction**

Subcontracting enables the College to extend the range and accessibility of our provision and ensure we remain responsive to the needs of our local communities and employers. Stanmore College currently has a range of subcontracting partnerships in place.

Subcontracting activities are carefully targeted to meet our aim of building long-term, high quality, strategic partnerships. We work very closely with our partners, setting and meeting high expectations, undertaking detailed curriculum planning, and sharing resources, support and development through regular two-way communication. Any partners we work with must be registered on the Register of Training Organisations and with the UK Register of Learning Providers, and all hold valid UKPRN numbers.

### **2.0 Publication requirements**

In accordance with Education and Skills Funding Agency requirements we publish a *Supply Chain Fees and Charges Policy* on our website. We submit a Sub-contractor Declaration Form twice yearly to the Education and Skills Funding Agency in accordance with 2018 subcontracting controls.

### **3.0 Main principles of performance management of our Subcontractors**

Subcontracting is underpinned by due diligence checks and a legal agreement for each partner, renewed annually, which sets out:

- key performance indicators
- expectations for programme management (eg IV/EV, learner voice, IAG, planning, self assessment)
- service standards (eg documentation requirements, reporting, invoicing).

We hold regular meetings with our partners which take place at Stanmore College and at their own premises. These take the form of a calendar of formal contractual and review meetings, interspersed by monitoring/ support meetings. Subcontracted provision is subject to formal lesson observations carried out by partners and the outcomes and action plans shared with Stanmore College. Partners are also expected to carry out regular walkthroughs. Walkthroughs will be carried out by Stanmore College managers on quality assurance visits. Partners are also encouraged to participate in peer observations and to attend staff development and CPD sessions.

In addition to planned meetings we carry out spot-checks and short notice visits with our partners which may include face-to-face interviews with staff and learners.

Subcontract Partnerships are expected to prepare monthly curriculum reports and the final curriculum report should include identified actions for the following year. The curriculum reports will be discussed at the College's Academic Management Group meetings and any follow up actions communicated to the provider. Reports will also be discussed at meetings of the College's Governing Body.

## **4.0 Meeting Schedule**

### **4.1 Formal contractual and review meetings**

Each subcontractor partner will have at least six formal contractual meetings a year. The final meeting includes a review of the previous year and planning for the year ahead. Some agenda items will be returned to more than once in the academic year. At each meeting, there will be a member of the college Senior Leadership Team, a representative from the Finance Team, a representative from MIS, and a representative from the Quality Team. Other members of college staff will attend as necessary.

A summary of the formal contractual and review meetings is in Appendix B.

### **4.2 Monitoring and support visits**

Each subcontractor partner will have a minimum of two monitoring and support visits a year with further visits taking place where actions have been identified and an additional visit is deemed necessary. These may be specific to a particular aspect of provision, for example assessment or student support, or may cover several elements of provision. All elements must be 'passed' in order to 'pass' the visit.

### **4.3 Formal lesson observation**

Each member of staff teaching with a partner is expected to have at least one formal observation a year, carried out by the partner which feeds into staff appraisal. Subcontractors will use Stanmore College paperwork and share completed documentation with Stanmore College. During monitoring visits, walkthroughs will be carried out.

### **4.4 Meeting Agendas**

The agendas for the formal contractual and review monitoring meetings are standard with a different focus depending on the time of the academic year. A summary of the formal contractual and review meetings is in Appendix B. The items in the Curriculum Checklist in Appendix A will form the basis for the meeting agendas but is not exhaustive.

## **5.0 Key Contacts**

Each subcontracted partner will have a key Head of School contact – determined by the subject area being delivered.

The subcontract provision handbook, updated annually, gives all the key college contacts for each element of delivery and student experience.

Linked Policies  
*Supply Chain Policy*

## Appendix A – curriculum checklist to support delivery of sub-contracted provision

ITEM	Evidence to be copied to the link HOS and copied to the following managers:	How often (where applicable)
<b>Pre course start</b>		
Promotional materials	VPC&Q	
Course approval with awarding body	QM	
Enrolment numbers to include FSM, bursary, CLA, EHCP	Director MIS	
Awarding body registrations	Director MIS	
Timetables for all areas of provision (ie if Study Programme, English and maths, tutorial, enrichment)	Director MIS	
Qualifications on entry	Director MIS	
Initial assessment	Director MIS	
Diagnostic assessment	Director MIS	
English and maths condition of funding and hours allocated to these qualifications	Director MIS	
Schemes of work	SC link manager	Termly
Assessment schedules	SC link manager	
CPD plan for teaching staff	SC link manager	
Safeguarding arrangements	VPC&Q	
<b>On programme</b>		
Registers – evidence of attendance	Director MIS	Weekly
Target setting	SC link manager	Half termly
Monitoring of progress/ tracking sheets	SC link manager	Monthly (curriculum reports)
Work experience and placement monitoring	SC link manager	
IV/Lead IV meetings	SC link manager	Half termly
Student surveys and follow up actions	QM	
Other learner voice	QM	
Learning Walks/informal walkthroughs	QM	Monthly
Observations of learning and teaching and follow up actions	QM	Monthly
EQA/EV visits and actions	SC link manager	
Mock exam/exam schedule ( if appropriate)	SC link manager	
Homework records	SC link manager	Half termly
CPD records for all staff teaching on the programme	QM	
Safeguarding monitoring	VPC&Q	Monthly log
Arrangements for Learning Support	VPC&Q	Monthly
Arrangements for student financial support/ bursaries/ FSM/ etc	VPC&Q	Monthly
Exam concessions	Director MIS	By teaching week 10
<b>After programme completion</b>		
Achievement data across all qualifications	Director MIS	
Intended and actual destinations	Director MIS	
Monitoring of participation and achievement gaps	Director MIS	

**VPC&Q:** Vice Principal Curriculum & Quality . **QM:** Quality Manager. **SC link manager:** Stanmore College link manager

## **Appendix B – Standard agenda for formal contractual and review meetings**

1. Apologies for absence
2. Matters arising from previous meeting
3. Progress against action plan
4. Progress against contract KPIs (Recruitment numbers; Attendance; Retention; Predicted Success in vocational qualifications, English and Maths)
5. Student progress- including students at risk
6. Teaching and learning- including tutorial, enrichment and work experience; and progress with assessment and internal verification
7. Staff CPD- face to face, reflective practice
8. Learner Voice
9. Student Services – GDPR, Safeguarding, Bursary, ALS, Access arrangements
10. Curriculum reports, visit schedule, curriculum review dates
11. Invoicing/ payments
12. AOB