

SIGTA Subcontracting Statement

Introduction

SIGTA is committed to the delivery of high quality apprenticeship training programmes that meet the business needs of employers and the development needs of individuals. To achieve this aim, SIGTA recognises the need to subcontract the delivery of some foundation and knowledge training to approved training partners. Subcontracting is used to maximise the off-the-job training experience provided to apprentices and to maintain flexibility in the delivery of apprenticeship programmes provided by SIGTA.

Scope

SIGTA's use of subcontracting is limited to the purchase of specified courses from established colleges of further education, that contribute to apprentice off-the-job training. SIGTA's use of subcontracting can be defined as a 'Services sub-contract' arrangement, where SIGTA uses the sub-contractor's services as an integral part of SIGTA's delivery of the apprenticeship. SIGTA does not operate 'Provision sub-contracting' with any delivery partners contributing to its apprenticeship programmes.

Responsibility

The Chief Executive is responsible for the implementation of SIGTA's Subcontracting Policy and will inform all subcontractors of the policy.

Procurement of Subcontracted Services

SIGTA will work with employers to agree the use of subcontractors when it is identified that subcontracted delivery is beneficial and will add value to the Off-the-job learning experience delivered to the employers' apprentices.

Delivery subcontractors will be identified based on their ability to deliver the required training, to the required quality standards in geographic locations suitable to the needs of apprentices and the employers.

Delivery subcontractors must have successfully applied and be listed on the current Apprenticeship Providers and Assessment Register" (APAR). Delivery subcontractors who have successfully applied through the supporting application route of APAR must not receive more than £500,000, or £100,000 if the delivery subcontractor is identified as new, of apprenticeship funding for their delivery from 1 April to 31 March each year. Note: this is the aggregate value of Apprenticeship funding received by the delivery subcontractor.

As SIGTA's subcontracting is limited to the procurement of training courses from colleges, it is expected that all Subcontractors will be listed as Main providers on the APAR. In the event that SIGTA engages a delivery subcontractor who has applied to the APAR through the supporting route, appropriate due diligence checks will be undertaken to ensure compliance with Department for Education (DfE) funding restrictions.

All delivery subcontractors engaged by SIGTA must be fully compliant with the requirements set out in SIGTA's Subcontractor Agreement. A copy of which must be signed by the subcontractor and SIGTA before subcontracted delivery commences.

As stated in SIGTA's Subcontract Agreement, all delivery subcontractors must fully comply with DfE Rules in respect of all services procured by SIGTA. SIGTA will undertake due diligence checks to ensure this is the case.

When appointing subcontractors SIGTA will take steps to avoid conflicts of interest (for example, common directorships) and will inform the DfE, in writing, about any circumstances which might give rise to an actual or perceived conflict of interest. SIGTA will not then proceed to award the contract without the agreement of the DfE.

Quality Assurance

SIGTA in conjunction with their appointed consultant partner Seren Skills, will review subcontractor's quality assurance processes and evaluate up-to-date reports as evidence of the quality, outcomes and impact of training/delivery.

Documents/processes to be reviewed include:

- Latest Ofsted Report
- Observation of Teaching and Learning Policy and Procedures
- Observation of Teaching, Learning and Assessment Criteria
- Samples of Observation Reports
- Action plans/quality improvement plans (where applicable) generated by the subcontractor in relation to teaching received by SIGTA managed apprentices.
- Learner and employer feedback and analysis

SIGTA training staff undertake regular learning review meetings with apprentices and employers. Training delivered by subcontractors is included in this process.

Subcontract Fees Policy

SIGTA will pay an agreed price for the training courses (services) delivered by delivery subcontractors. SIGTA does not retain funding from the agreed price or make additional charges to the subcontractor in the form of management fees.

Approved:



Name: Alison Foxwell
Position: Chief Executive

Updated: August 2025

Reviewed: August 2025

Next Review Due: August 2026

SIGTA Subcontract Delivery Partners 2025/26

Chichester College Group - UKPRN 10007817
Crawley Campus

East Sussex College Group - UKPRN 10002923

Farnborough College - UKPRN 10002412