



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.

SIGTA remains fully accountable for the quality, funding compliance and overall delivery of every apprenticeship programme. Subcontracting is used only where it demonstrably enhances the learner and employer experience by providing specialist technical training, facilities or expertise that complements, rather than replaces, SIGTA's own delivery. SIGTA does not subcontract the whole apprenticeship programme and retains responsibility for employer engagement, programme management, progress reviews, safeguarding, compliance, quality assurance and preparation for End-Point Assessment.

Scope

SIGTA only subcontracts clearly defined technical or specialist elements of apprenticeship training where this provides additional value for employers and apprentices.

Subcontractors deliver specified components of the apprenticeship through individual Course Orders and do not deliver the apprenticeship programme in its entirety. SIGTA retains responsibility for the overall apprenticeship programme and directly delivers a substantive proportion of the apprenticeship.

Subcontracted delivery is intended to complement SIGTA's own delivery and not replace the substantive training, programme management and employer engagement provided directly by SIGTA.

Educational Rationale

SIGTA will only subcontract where there is a clear educational rationale supported by evidence that subcontracting provides educational benefit and enhances the quality of training for apprentices and employers.

Reasons may include:

- access to specialist engineering equipment and facilities
- access to subject specialists with recognised industrial expertise
- improved geographical accessibility for apprentices and employers
- enhanced technical training aligned to apprenticeship standards
- improved learner experience through specialist delivery.



Responsibility

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

The Chief Executive has overall responsibility for subcontracting arrangements supported by SIGTA's senior management team and quality assurance processes.

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 August to 31 July 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.

Before appointment, SIGTA undertakes proportionate due diligence including review of:

- APAR registration
- UKPRN status
- financial health
- Ofsted outcomes
- safeguarding arrangements
- quality assurance systems
- staffing capability
- insurance
- business continuity arrangements
- conflicts of interest.
- capacity and capability to deliver the agreed apprenticeship components

Contract Management

All subcontracted provision is governed through a formal written Subcontracting Agreement and individual Course Orders. No subcontracted delivery may commence until both documents have been signed by authorised representatives.

SIGTA monitors subcontracted delivery throughout the contract period through:

- learner file audits
- compliance reviews
- observation of delivery
- apprentice and employer feedback
- quality review meetings
- performance monitoring
- funding compliance checks
- review of attendance and learning activity
- annual due diligence.

Performance is reviewed throughout the contract period, with improvement actions agreed where required to maintain high-quality delivery and compliance.



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.

Quality assurance activities include observations of teaching, learning and assessment, learner file sampling, funding compliance reviews, safeguarding monitoring, apprentice and employer voice, review of learner progress, performance against agreed KPIs and continuous improvement planning. Findings inform SIGTA's annual Self-Assessment Report and Quality Improvement Plan. Where quality concerns are identified, SIGTA will agree proportionate improvement actions with the subcontractor and monitor progress through regular review meetings until the required standard has been achieved.

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. The agreed fixed fee reflects the technical training commissioned and is documented within individual Course Orders.

SIGTA commissions subcontracted delivery using a fixed-fee model linked to specific technical training requirements. Payments are made only following evidenced delivery and submission of appropriate supporting documentation in accordance with the Subcontracting Agreement. SIGTA does not make advance payments for undelivered activity.



Review of Subcontracting Arrangements

SIGTA reviews all subcontracting arrangements annually to ensure they continue to provide educational value, represent value for money, meet employer needs and comply with the latest DfE funding rules and Subcontracting Standard. Where subcontracting no longer adds educational benefit, SIGTA will seek alternative delivery arrangements or bring delivery in-house or seek alternative delivery arrangements where this better supports apprentices, employers or compliance with DfE requirements.

Approved: 

Name: Alison Foxwell
Position: Chief Executive

Updated: August 2026

Reviewed: August 2026

Next Review Due: August 2027



SIGTA Subcontract Delivery Partners 2026/2027

Chichester College Group - UKPRN 10007817
Crawley Campus

East Sussex College Group - UKPRN 10002923

Farnborough College - UKPRN 10002412

Current approved delivery partners are reviewed annually and may change following procurement and due diligence.