

Bellevue Education International Ltd.

Subcontracting Policy for Apprenticeship Provision

This Policy Applies to Bellevue Education International Ltd.

BELLEVUE APPRENTICESHIPS

Reviewed December 2025
by
Steven Wade and Sam Selby

Next Review - December 2026

Purpose

This policy outlines the principles and procedures Bellevue Education International Ltd. (BEI Ltd) adheres to when subcontracting the delivery of apprenticeship training and/or on-programme assessment. The purpose is to ensure compliance with the Education and Skills Funding Agency (ESFA) funding rules, deliver high-quality learning, and ensure that subcontracting adds value to our apprenticeship provision.

Scope

This policy applies to all subcontracting arrangements entered into by BEI Ltd for apprenticeship training funded by the ESFA. It governs all stages of subcontractor engagement, including selection, monitoring, quality assurance, and termination of contracts.

Policy Objectives

- 1. Compliance with ESFA Rules**
Ensure all subcontracting arrangements meet ESFA funding rules, including the use of funds, subcontractor eligibility, and reporting requirements.
 - 2. Value Addition**
Only subcontract where it enhances the quality of provision, supports access to specialist expertise, or increases capacity to meet employer demand.
 - 3. Transparency and Accountability**
Maintain transparency in procurement, contracting, and financial arrangements, ensuring public funds are used appropriately.
 - 4. Quality Assurance**
Guarantee the delivery of high-quality training and assessment that aligns with BEI Ltd's standards and ESFA expectations.
 - 5. Fair and Ethical Practices**
Ensure subcontractors are treated fairly, contracts are clear and reasonable, and relationships are free from conflicts of interest.
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Key Requirements

1. Rationale for Subcontracting

BEI Ltd may subcontract when:

- Specialist training or expertise is required that BEI Ltd cannot provide directly.
- There is a need to address regional or demographic gaps in provision.

- Employers or apprentices require access to niche or industry-specific training.

BEI Ltd does not subcontract solely for financial gain or to meet short-term funding targets.

2. Selection and Due Diligence

BEI Ltd will conduct thorough due diligence on potential subcontractors, ensuring they:

- Are financially stable and meet ESFA requirements.
 - Have appropriate experience, capacity, and expertise in delivering apprenticeship training.
 - Comply with statutory safeguarding and Prevent duties.
 - Operate ethical practices, including robust quality assurance and equality policies.
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3. Contractual Requirements

A formal, written agreement will be in place for all subcontracting arrangements, including:

- Clear roles, responsibilities, and obligations.
 - Payment terms and conditions, including funding retained by BEI Ltd for quality assurance and management.
 - Provisions for monitoring, audit, and quality assurance.
 - Processes for resolving disputes and terminating the contract.
 - Compliance with ESFA funding rules and data protection requirements.
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4. Quality Assurance

BEI Ltd will monitor subcontractors through:

- Quality assurance of courses
 - Gathering employer and apprentice feedback.
 - Ensuring teaching, learning, and assessment align with apprenticeship standards.
 - Reviewing performance data and learner outcomes.
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5. Payment and Financial Management

BEI Ltd will:

- Retain a management fee, disclosed transparently in the subcontracting agreement.
- Pay subcontractors promptly upon receipt of accurate invoices and evidence of delivery.

- Ensure that public funds are used for their intended purpose, providing value for money.
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6. Reporting and Declaration

BEI Ltd will:

- Declare all subcontracting arrangements in the ESFA Subcontractor Declaration Form, as required.
 - Publish details of subcontractors and associated fees on its website annually.
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7. Termination of Contracts

BEI Ltd reserves the right to terminate subcontracting arrangements if:

- Performance or quality issues arise that cannot be resolved.
 - The subcontractor breaches contractual terms or ESFA funding rules.
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Review and Approval

This policy will be reviewed annually or when changes to ESFA funding rules require an update. The policy is approved by BEI Ltd's senior leadership team.

Approved by:

[Name]

[Position]

[Date]