



## Subcontracting Policy

### POLICY STATEMENT

The policy applies to all supply chain activity supported with funds supplied by the Education Skills Funding Agency (ESFA).

The content of this policy has been developed in line with AoC/ AELP Common Accord and the ESFA Funding rules.

Cordie Ltd will use its supply chains to optimise the impact and effectiveness of service delivery to the end user. We will therefore ensure that:

- a. Supply chain management activities comply with the principles of best practice inline with the *“Best Practice Guidance for a Relationship between a Prime Provider and a Subcontractor”*, AELP March 2018.
- b. We will, at all times, undertake fair and transparent procurement activities, conducting robust due diligence procedures on potential subcontractors to ensure compliance with the Common Accord at all levels and to ensure the highest quality of learning delivery is made available, demonstrating value for money and a positive impact on learner lives.
- c. The funding that we retain will be related to the costs of the services provided. These services, and the levels of funding being retained for them, will be clearly documented and agreed by all parties. The rates of such retained funding will be commercially viable for both sides and will be negotiated and agreed in a fair and transparent manner. They will be proportionate to the actual services being provided.
- d. Where disputes between supply chain partners cannot be resolved through mutually agreed internal resolution procedures, Cordie Ltd will submit to independent outside arbitration or mediation and abide by its findings. Contract documents will require both parties to agree that the achievements of supply chains are attained through adherence to both the letter and spirit of contracts or partnerships. Signatories therefore commit that all discussions, communications, negotiations and actions undertaken to build, maintain and develop supply chains will be conducted in good faith.



Unit A1, Aerodrome Studios, 2-8 Airfield Way, Christchurch, Dorset, BH23 3TS

[www.cordie.co.uk](http://www.cordie.co.uk) 01425 200171

Last Review Date: 19/05/23

Next Review Date: 19/05/24



## RATIONALE FOR SUBCONTRACTING

Cordie Ltd aims to support employers in the engagement and development of their people, thus enabling individuals to achieve their full potential. To meet these aims we may need to procure the provision of a specialist service from a subcontractor. This will include:

- Meeting an employer's requirements where the provision falls outside of our expertise or specialism.
- Providing niche and specialist delivery where the cost of developing direct delivery would be inappropriate.
- Supporting employers with a wide geographic requirement.

Cordie Ltd will always take responsibility for the Employer Agreement and Commitment Statement for all our apprenticeship learners, and sub-contracting will only be used to deliver part of the apprenticeship programme.

Our ethos is always to work in a spirit of partnership with our subcontractors, offering transparency and support in order to best serve the interests of our learners and employers.

## SUBCONTRACTING FEES AND CHARGES

Cordie Ltd will not subcontract whole Apprenticeship programmes. It will only subcontract specialist delivery i.e. Functional Skills.

For the subcontracting of such specialist services, the specific details of the delivery provided by the subcontractor will be agreed at the start of each contract year. Payments for subcontracted services will be based on the prevailing market rate, supported by benchmark data.

The payment terms will be made in line with ESFA payments to Cordie Ltd. Payment terms are 30 days following production of an invoice. For further information please contact [accountsteam@cordie.co.uk](mailto:accountsteam@cordie.co.uk).

## QUALITY ASSURANCE

The quality of our subcontracted provision will be monitored and managed through our existing QA processes and procedures via the following mechanisms:

- Undertaking regular observations of teaching and learning sessions with detailed feedback
- Close monitoring of achievement rates and learner progression



Unit A1, Aerodrome Studios, 2-8 Airfield Way, Christchurch, Dorset, BH23 3TS

[www.cordie.co.uk](http://www.cordie.co.uk) 01425 200171

Last Review Date: 19/05/23

Next Review Date: 19/05/24



- Carrying out learner voice surveys to gather feedback from learners

## SUBCONTRACTOR SUPPORT

The exact level of support provided to subcontractors by Cordie Ltd will depend on a number of factors, for example:

- The track record of delivery of the subcontractor
- The compliance and administrative requirements of the contract
- The recording and reporting requirements of the contract

## PUBLICATION OF INFORMATION RELATING TO SUBCONTRACTING

In compliance with ESFA and other agency funding rules that may apply, Cordie Ltd will publish its subcontracting fees and charges policy and actual end-of-year subcontracting fees and charges on its website before the start of each academic year (and in the case of actual end of year data). This will only relate to subcontracted delivery of full programmes. It will not include the delivery of a service as part of the delivery of a Programme (for example, buying the delivery of part of an Apprenticeship i.e. Functional Skills provision).

**Andrea Reynolds**  
Managing Director, Cordie Ltd



Unit A1, Aerodrome Studios, 2-8 Airfield Way, Christchurch, Dorset, BH23 3TS

[www.cordie.co.uk](http://www.cordie.co.uk) 01425 200171

Last Review Date: 19/05/23

Next Review Date: 19/05/24