



Education & Skills
Funding Agency

Subcontracting funding rules for ESFA funded post-16 funding (excluding apprenticeships)

For the 2021 to 2022 funding year (1 August 2021 to 31 July 2022)

This document sets out the subcontracting funding rules that apply to all providers of education and training who receive AEB, ESF and 16 to 19 funding from Education and Skills Funding Agency

June 2021

Contents

Subcontracting funding rules for ESFA funded Post-16 funding (excluding apprenticeships)	3
Introduction	4
Your policies for subcontracting and fees and charges	5
Selection and procurement of your subcontractors	7
Due diligence requirements	7
Entering into a subcontract	9
Subcontracting threshold and exemption cases (please note, this does not apply to ESF provision or local authorities)	9
Terms that must be included in contracts with subcontractors	12
Monitoring of your subcontractors and subcontracted provision	14
Subcontracting reporting and external audit requirements	15
ESF Annex	16
Entering into a subcontract	16
Your policies for subcontracting and fees and charges	16
Terms that must be included in contracts with subcontractors.	16
Monitoring of your subcontractors and subcontracted provision	16
16 to 19 Annex	17
Monitoring of your subcontractors and subcontracted provision	17
Controls over students, tutors, and provision	17
Subcontractors with contracts with multiple institutions	17
Distance subcontracted delivery	18
Whole programme subcontracting and restrictions for schools and academies	18
Glossary	20

Subcontracting funding rules for ESFA funded post-16 funding (excluding apprenticeships)

To note: Providers considering entering subcontracting arrangements or who are already involved in subcontracting arrangements must comply with these rules.

Introduction

In 2020, ESFA ran a consultation seeking views from providers who have experience in and / or an interest in subcontracted delivery to inform our thinking about reforms to subcontracting arrangements.

In June 2020 we published our [response to the consultation exercise](#). [Further detail](#) was published in March 2021.

From the date of publication of these rules to the commencement of the 2022 to 2023 funding year we will be implementing a series of reforms that will strengthen ESFA's oversight of the approach to subcontracting in the sector.

From the 2022 to 2023 funding year onwards subcontracting in any given funding stream may only be up to 25% of that funding stream unless the express permission of ESFA has been sought and granted via an exemption case.

We have been clear from the outset that we wish to see a significant reduction in the overall volume of subcontracted delivery in the sector. To this end during the autumn 2020 term all providers were asked to produce a plan to reduce the amount of subcontracting in order to meet the 25% cap by the 2022 to 2023 funding year. Where a provider does not think it can make a reduction, it should have submitted an exemption case.

These reforms have been put in place to ensure learners receive the best possible education and training and to enable ESFA to have oversight of the use of public funds, ensuring these are spent appropriately, providing value for money.

For the funding year 2021 to 2022 ESFA has simplified and unified the subcontracting funding rules that apply to all providers of education and training who receive AEB, ESF and 16 to 19 funding.

Nonetheless there are still instances where a specific rule, or subsection of a rule is only applicable to a specific funding stream. Where this is the case, we have developed a series of annexes applicable to each individual funding stream. The annexes should be referred to in the context of that specific individual funding stream. Common terminology has been adopted across all funding streams; a glossary of terms has been included at the end of this document.

Although this document represents a comprehensive set of subcontracting funding rules across the AEB, ESF and 16 to 19 funding streams it should be viewed in context of the wider funding rules for each individual funding stream. These rules form part of a series of documents that are relevant to subcontracting and subcontractors. Providers should also familiarise themselves with the requirements in relation to subcontracting in ESFA Education and Skills Conditions of Funding and/or Education and Skills Contracts for Services.

Providers must ensure they are compliant with all relevant funding rules.

Your policies for subcontracting and fees and charges

1. In accordance with the provisions of each contract/agreement you have with ESFA, your published policy for subcontracting must include the following:
 - 1.1. The rationale for subcontracting the provision. The subcontracting must enhance the quality of your learner offer. You must not subcontract delivery to meet short-term funding objectives.
2. We expect the rationale to meet one or more of the following aims:
 - 2.1. Enhance the opportunities available to learners.
 - 2.2. Fill gaps in niche or expert provision or provide better access to training facilities.
 - 2.3. Support better geographical access for learners.
 - 2.4. Support an entry point for disadvantaged groups.
 - 2.5. Support individuals who share protected characteristics, where there might otherwise be gaps.
3. You must also set out your full range of fees retained and charges that apply including:
 - 3.1. Funding retained for quality assurance and oversight.
 - 3.2. Funding retained for administrative functions such as data returns.
 - 3.3. Funding retained for mandatory training delivered to subcontractor staff by the directly funded provider.
 - 3.4. Clawback for under delivery or other reasons
 - 3.5. How you will determine that each cost claimed by a subcontractor is reasonable and proportionate to the delivery of their teaching or learning and how each cost contributes to delivering high quality learning.
4. Your governing body or board of directors and your accounting officer (senior responsible person) must agree your policy for delivery subcontracting.
5. ESFA will reserve the right to require an explanation where the funding you have retained as your management fee for a subcontract exceeds 20% of the overall contract but offers little value.
6. We expect these policies, including the rationale, to be reviewed by you ahead of each funding year, and signed off by those charged with overall responsibility for your organisation in your governance structure. Once reviewed, the updated policy must be published by 31 October each year.
7. You must only use subcontractors for delivery of the provision if:
 - 7.1. You have staff with, the knowledge, skills, and experience (for example, with

appropriate qualifications or experience, as evidenced by their CVs) within your organisation to:

- 7.2. Successfully select subcontractors in line with the requirements of these funding rules and your contract with ESFA, and
- 7.3. Contract with and actively manage those subcontractors.
- 7.4. Those charged with governance/board of directors and your accounting officer (senior responsible person) determine the subcontractors as being of high quality and low risk to public funds.
- 7.5. You have robust procedures in place to ensure subcontracting does not lead to the inadvertent funding of extremist organisations.

Selection and procurement of your subcontractors

8. In accordance with your contract(s)/agreement(s) with ESFA you must notify subcontracting.requirements@education.gov.uk about any circumstances which might lead to an actual or perceived conflict of interest. For example, where your organisation and your proposed subcontractor have directors or beneficial owners in common. You must:
 - 8.1. Not award the contract without our written permission,
 - 8.2. Keep as evidence both your request and our reply.
9. You must not subcontract, without written ESFA permission, to any institution or organisation which is not permitted to recruit 16 to 18 year old students and/or 19 to 25 year old high needs students (HNS), for example an 11 to 16 school.
10. You must ensure that you comply with current and relevant procurement regulations. If you are a contracting authority, this means that you must comply with the Public Contracts Regulations 2015 (“the 2015 Regulations”). You must ensure that you select your subcontractor(s) fairly transparently and without discrimination and that you ensure that potential subcontractors have sufficient capacity, quality and business standing to deliver the provision that is being subcontracted.
11. If your organisation is a contracting authority as defined by the 2015 Regulations, you must comply with the provisions of the 2015 Regulations when selecting and awarding service delivery to a subcontractor. Each organisation must make its own determination about whether it is a contracting authority or not, taking legal advice, as necessary.

Due diligence requirements

12. In any event you must carry out your own thorough due diligence checks when appointing delivery subcontractors and ensure that you continue to undertake and review these checks on an annual/ongoing basis with each of your delivery subcontractors. As a minimum, you must undertake the checks identified in the following paragraphs.
13. You must review the circumstances and criteria in the funding higher risk organisations and subcontractors policy (hereafter referred to as “funding higher risk organisations policy”) in which ESFA would consider a provider (including subcontractors) to be a high-risk provider and as a result will not consider funding or agree applications and/or bids for funding from them.
14. Due diligence checks on subcontractors must apply the criteria in the funding higher risk organisations policy setting out when a provider is high risk and therefore not eligible to be appointed as a subcontractor.
15. Your contract with any subcontractors should enable your organisation to take appropriate action in line with the funding higher risk organisations policy, not only if your organisation deems it is necessary, but also where ESFA requires you to take appropriate action.

16. You must also ensure any subcontractor has the financial ability to deliver the requirements of the subcontract. The [following link](#) provides information to help you undertake a financial assessment of the subcontractor: Financial health guidance for organisations contracting with or applying to ESFA on GOV.UK.
17. You must not contract with brand new companies who are yet to submit their first statutory accounts, unless they are able to thoroughly verify the new company's financial capability
18. You must not award or renew a subcontract to any organisation if:
 - 18.1. It has an above-average risk warning from a credit agency.
 - 18.2. Has passed a resolution (or the court has made an order) to wind up or liquidate the company, or administrators have been appointed.
 - 18.3. Its statutory accounts are overdue.
19. If a subcontractor does not meet, or continue to meet, the minimum due diligence and financial health checks required (paragraph 12 to 18 above), you must suspend the right of the subcontractor to recruit new learners. Depending on the circumstances you may be required by ESFA to terminate the subcontract if you have not already done so.
20. You should refer to the list of declared subcontractors to determine if a subcontractor that you intend to use or are using already holds subcontracts with other organisations.
21. For subcontractors in receipt of an aggregate subcontract value of ESFA funding for delivering education and training that totals £100,000 or more for each funding year, or where the subcontract from you would take the total value of such subcontracts to £100,000 or more, you must share the results of your checks with ESFA via a signed return on the template ESFA will provide by the dates provided to you. ESFA will then undertake internal high-risk checks to determine if the subcontractor falls in scope of the Funding higher risk organisations policy. If they do, you may be required to end your subcontract with that organisation, and we may restrict your future use of subcontractors.
22. Where a subcontractor has a subcontract valued at £500,000 or greater in any funding year, ESFA will carry out additional financial health checks directly with the subcontractor, in line with [financial health guidance for organisations contracting with or applying to ESFA](#). You will be required to supply ESFA with the relevant documents. If the subcontractor fails ESFA financial health checks, you will be unable to take on any new subcontracted starts with the subcontractor.

Entering into a subcontract

23. You must not make artificial distinctions or distortions when describing delivery arrangements in order to avoid the application of these rules.
24. If you have not previously subcontracted provision we fund, you must get our written approval before awarding a contract to a delivery subcontractor and keep evidence of the written approval. See ESFA guidance document “Subcontracting for the First Time – Seeking Written Approval from the Education and Skills Funding Agency”, a copy of which can found using the following link - [Post-16 education subcontracting: using funding to offer education and training - GOV.UK](#)
25. In accordance with your ESFA agreement you must not enter into any agreement for brokerage.
26. You must only award subcontracts for delivery of ESFA funded provision to legal entities. If the legal entity is a registered company, it must be recorded as ‘active’ on the Companies House database. Subcontractors must register on the UK Register of Learning Providers (UKRLP) and hold a valid UK Provider Reference Number (UKPRN) to be eligible to receive funding from us, either directly or through a subcontracting arrangement.
27. You must not agree the use of any subcontractor where this would require you to effectively subcontract ESFA funding to a second level of subcontractor. In other words, all subcontractors must have a direct subcontract with your organisation. You may have more than one subcontractor, but each subcontractor must have a direct subcontract with you. The restriction on the level of subcontracting is in place to ensure that:
 - 27.1. Lead providers retain clear and transparent accountability for the quality of training provision.
 - 27.2. Proper and appropriate controls are in place to manage the learner experience,
 - 27.3. Value for money is achieved by mitigating funding being utilised for multiple tiers of subcontractor management.
28. You must make sure that learners supported through subcontracting arrangements know about you and your subcontractors roles and responsibilities in providing the learning.

Subcontracting threshold and exemption cases (please note, this does not apply to ESF provision or local authorities)

29. As set out in the contract, if you subcontract more than 25% of the learners (based on ILR data) for AEB or 16 to 19 and you do not think this can be reduced to less than this by the funding year 2022 to 2023, you must submit an exemption case to ESFA to obtain ESFA’s agreement. This policy is in place as part of the subcontracting reforms which had the overarching aim of reducing the volume of subcontracting in the sector to ensure high quality provision for learners and as much funding reaching the front line as possible.

30. You must [submit the exemption case in writing](#) to ESFA utilising Annex B. The exemption case should be sent to subcontracting.requirements@education.gov.uk. In your exemption case, we need you to supply the following information about your proposed subcontracting arrangement.

- 30.1. The full legal name and UKPRN of your proposed subcontractor(s).
- 30.2. The elements of delivery you would like to subcontract.
- 30.3. Value of the subcontract(s), number of learners and the last planned end date of the provision that would be delivered under a subcontract (if you are already have one or more subcontracts in place).
- 30.4. What the educational rationale is for putting these subcontracting arrangements in place. Your statement in relation to this must be supported by your officers that are charged with governance. For [further details](#) on the role of those charged with governance please see Annex A.
- 30.5. To what extent you are involved in delivery as the lead provider.
- 30.6. What amount of funding is retained by you, the lead provider to cover the costs incurred in management of the subcontract, and how you use these costs to ensure the subcontractor delivers high quality learning.
- 30.7. To what extent a gap has been identified by a local authority or employer which the subcontractor is filling.
- 30.8. To what extent does the learner engage with the lead provider.
- 30.9. What your oversight arrangements are in relation to the delivery of the subcontracted provision.

31. We will consider your request, taking into account the detail you have provided, data and information available within and outside ESFA. We will consider:

- 31.1. Your subcontracting policy, including your fees and charges policy, and whether this has been signed off by your officers who are charged with governance in line with rule 1.
- 31.2. If you subcontract more than £100,000 in a funding year, we will consider the external auditor's report on the effectiveness of the processes and controls you have in place for managing subcontractors as set out in rule 44.
- 31.3. We reserve the right to decline your request, if we do decline it, we will explain why we are declining it. If we decline your request, you must take steps to reduce your subcontracting in any given funding stream to less than 25% by the next funding year.
- 31.4. Whether the subcontracting is delivering to learners who may not otherwise have access to provision, including there being no alternative provision or the characteristics of the learner mean another lead provider may not be suitable.

32. If you do not currently subcontract more than 25%, you are still required to review

all subcontracted provision in line with rule 2. You should ensure you review this, on at least an annual basis, the educational rationale for entering each subcontract and ensure these remain relevant and are supported by your officers who are charged with governance.

Terms that must be included in contracts with subcontractors

33. Before any subcontractor starts delivery of the subcontracted provision, the subcontractor must have a legally binding written subcontract with you.
34. The department does not provide a template for subcontracts. The subcontract must entitle you to exercise management controls over the subcontractor's activity including access by auditors appointed by either your organisation or ESFA. The following paragraphs set out some provisions which must be included in each subcontract.
35. As a minimum, you must make sure your subcontracts include the provisions set out within this section.
 - 35.1. A list of all services your organisation will provide to them and the associated costs for doing so. This must include:
 - 35.1.1. a list of individually itemised, specific costs that you will charge for managing the subcontractor and how these are reasonable and proportionate to the delivery of subcontracted provision.
 - 35.1.2. specific costs for quality monitoring activities and specific costs for any other support activities offered by you to the subcontractor and how these contribute to the delivery of high-quality learning.
 - 35.1.3. reference to your delivery subcontracting policy, including your rationale for subcontracting and where it can be found on your website.
 - 35.2. a requirement to give ESFA and any other person nominated in writing by ESFA, access to its premises and to all documents related to their subcontracted delivery.
 - 35.3. The subcontractor must be under an obligation to provide you with ILR data so that your organisation's data returns to ESFA accurately reflect your subcontractor's delivery information.
 - 35.4. The subcontractor must provide you with sufficient evidence to allow you to:
 - 35.4.1. assess its performance against Ofsted's common inspection framework,
 - 35.4.2. incorporate the evidence it provides you with into your self-assessment report; and
 - 35.4.3. guide the judgements and grades within your self-assessment report.
 - 35.5. The subcontractor must always have suitably qualified staff available to provide the education and training funded by ESFA.
 - 35.6. The subcontractor must co-operate with you if the subcontract ends for any reason to make sure that there is continuity of learning.

- 35.7. The subcontractor must tell you if evidence of irregular financial or delivery issues arise. This could include, but is not limited to:
- 35.7.1. non-delivery of training when funds have been paid.
 - 35.7.2. sanctions imposed by an awarding organisation.
 - 35.7.3. allegations of fraud.
 - 35.7.4. an inadequate Ofsted grade.
 - 35.7.5. allegations or complaints by learners, staff members, or other relevant parties.
- 35.8. The subcontractor must not use ESFA funding to make bids for, or claims from, any European funding on its own behalf or on behalf of ESFA.
- 35.9. The subcontractor must be bound by ESF clauses from your contract being included in the subcontract, even if the provision being subcontracted is not funded by the ESF.
- 35.10. The subcontractor must not use ESFA funding as match funding for ESF projects.
- 35.11. You must make sure your subcontractors comply with the requirements set out in these funding rules.
- 35.12. You must ensure that you include in your subcontract provisions that enable you to terminate the subcontract should your subcontractor fail to meet the required due diligence or financial health requirements/standards.
- 35.13. You must ensure that you include in your subcontract provisions which require your subcontractor to inform you of any changes which impact its ability to meet the due diligence or financial health/require standards required and that your organisation may as a result be required to terminate the subcontract with them.
- 35.14. You should take your own legal advice about how best to incorporate these provisions and wider terms and conditions in your subcontracts.

Monitoring of your subcontractors and subcontracted provision

36. You are responsible for the actions of your subcontractors connected to, or arising out of, the delivery of the services, which you subcontract. If your subcontractor fails to deliver, you will be responsible for making alternative arrangements for the delivery of education and training, protecting the audit trail, and/or repaying ESFA or ESF funding.
37. You must manage and monitor all your subcontractors to ensure that high-quality delivery is taking place that meets the requirements of the contract you have entered into with ESFA for the provision of ESFA funded delivery (which includes compliance with ESFA funding rules). You must ensure safeguarding is rigorously policed.
38. It is not acceptable for any staff with a direct or indirect financial interest in the subcontractor to undertake any management control activities This includes signing time sheets or invoices, as well as organising and/or carrying out monitoring activity or visits to check the subcontractor delivery.
39. You must carry out a regular and substantial programme of quality assurance checks on the education and training provided by subcontractors including spot checks and face to face interviews with staff and learners. The programme must
 - 39.1. Include verifying that learners exist and meet the eligibility criteria for ESFA Funding.
 - 39.2. Involve direct observation of initial guidance, assessment and delivery of learning programmes, training and/or direct observation of assessment.
 - 39.3. The findings of your assurance checks must be consistent with your expectations and the subcontractor's records.
40. The prevent duty applies to subcontracted provision. It requires providers to have due regard to the need to prevent people from being drawn into terrorism. All further education providers must comply with relevant legislation and any statutory responsibilities associated with the delivery of education and safeguarding of students, and this includes students receiving provision under a subcontracting arrangement.

Subcontracting reporting and external audit requirements

41. You must record subcontracted provision in line with the published guidance for the school census and the individualised learner record (ILR) data returns.
42. If you return ILR data, in accordance with your ESFA contract (s) you must submit a fully completed subcontractor declaration by the dates given to you by ESFA. This will be at least twice during the funding year. If you do not subcontract you must still provide a nil return to confirm this.
43. You must also update your subcontractor declaration if your subcontracting arrangements change during the year. This is done via your [MyESF account](#)
44. In accordance with your ESFA contract(s) you must obtain an annual report from an external auditor if the aggregate total of all subcontractors delivering ESFA funded provision on your behalf exceeds or is anticipated to exceed £100,000 in any single funding year. Whilst otherwise excluded from these rules, for the purposes of calculation of aggregate total of subcontractor delivery you must include delivery of apprenticeships.
45. You must supply us with both a report and certificate signed by an external auditor that provides assurance on the arrangements to manage and control your delivery subcontractors. You must send a copy of the external auditor's final report including the action plan of agreed recommendations and certificate via [ESFA Document Exchange](#) or by email to subcontracting.requirements@education.gov.uk. ESFA will review this as part of our overall assurance arrangements. The following link includes the certificate you must return, as well as guidance and information on expectations: [Providing external assurance on subcontracting controls - GOV.UK](#).

ESF Annex

Entering into a subcontract

A.1. We expect that your tender allowed you to start delivery immediately and so you would have included the partners that you need. If you need new partners / subcontractors, you must select subcontractors through an open, fair and transparent process following the Managing Authority procurement guidelines.

A1.1 If you add new subcontractors during the life of your contract, you must submit an updated subcontractor declaration form.

Your policies for subcontracting and fees and charges

A.2. In accordance with your contract, you must inform us if your subcontractor goes into administration or liquidation. requirement continues to at least 31 December 2030. You will be notified of any change to this date.

Terms that must be included in contracts with subcontractors.

A.3. In addition to the provisions outlined in section 4, when engaging a subcontractor for ESF funded provision, you must make sure your subcontractors:

A.3.1. Maintain the evidence and audit trail as required by the ESF funding rules, and provide access to it, until at least 31 December 2030. You will be notified of any change to this date.

A.3.2. Subcontractors must comply with the European Social Fund cross-cutting themes guidance for sustainable development and equality programme guidance - GOV.UK.

A.3.3. Agree that all contract documentation remains the property of the Secretary of State. If the subcontractor ceases trading, you must recover all contract paperwork and then reconcile your claims to ESFA against the recovered paperwork.

Monitoring of your subcontractors and subcontracted provision

A.4. You must ensure your subcontractor's evidence meets the requirements of the ESF funding rules and is maintained and is accessible until at least 31 December 2030. You will be notified of any change to this date.

16 to 19 Annex

For the avoidance of doubt, all ESFA funded provision, including enrichment, employment and pastoral (EEP) activity is a funded part of a study programme or T Level. Where the funded provider pays a third party to deliver such activity they are deemed to be a subcontractor. This arrangement is subject to meeting our subcontracting controls guidance, and the third party should be included in the subcontracting declaration made by the lead provider.

Where T Level providers are passing T Level Industry Placement Employer Incentive payments on to employers (a short term incentive available during the 2021 to 2022 academic year only), they must complete and upload the employer declaration to the digital tool capturing this information, but do not need to also account for these in the subcontractor declaration. This funding is not included as part of the programme funding allocated for T Levels.

Monitoring of your subcontractors and subcontracted provision

- B.1. In addition to the measures detailed in 27 to 29 of these funding rules and your contract, you must monitor your subcontractors to ensure that learners have full access to free funded education and training, including (but not limited to) information about and access to, 16 to 19 bursary and other student support funding, information, advice, and guidance (IAG) and access to learning support if required.

Controls over students, tutors, and provision

- B.2. You must be able to demonstrate that you exercise all the following key controls:
- B.2.1. You can enrol or reject learners as you would do if the learners were to be taught on your own site.
 - B.2.2. Learners sign a learning agreement at the time of enrolment; the agreement must reflect the outcome of initial guidance and assessment for an individual student and set out their study programme and any learning support to be provided.
 - B.2.3. Learners' eligibility for ESFA funding is confirmed through an enrolment form and/or learning agreement, which must include your name and your logo, and which is signed by the Learner at the start of their programme.
 - B.2.4. A learning programme and its means of delivery has been clearly specified by you.
 - B.2.5. there are arrangements for assessing the progress of individual learners.
 - B.2.6. there are procedures for you to regularly monitor the delivery of programmes provided in your name throughout the period of the programme.

Subcontractors with contracts with multiple institutions

- B.3. You must establish whether any of your subcontractors work with other directly funded ESFA lead providers.

- B.4. You must make sure that you are the only provider that is claiming ESFA funding for the learners that you are claiming funding for. Learners must not be enrolled at more than one directly funded ESFA provider.
- B.5. You, as the lead provider must claim all the funding for an ESFA-funded learner. When a learner is attending different directly funded providers for different components of their programme of study, the lead provider must record all these components and indicate on the individualised learner record or school census which elements are delivered via a subcontracting arrangement.
- B.6. All individual students must have the correct unique learner number recorded.
- B.7. An exception to rules B.4 and B.5 is where a learner is enrolled on a Diploma in Sporting Excellence in addition to their main study programme.

Distance subcontracted delivery

- B.8. Only in exceptional circumstances should institutions make subcontracting arrangements for delivery outside their normal recruitment area. ('normal recruitment area' is defined in the funding regulations guidance).
- B.9. You must seek approval to continue with or embark on new arrangements for distance subcontracting. [Further details](#) including what to include in the request and where to send it is available.
- B.10. Where you do enter into distance subcontracting relationships, you must exercise the same level of management, control, safeguarding of learners and assure yourself you still meet all necessary rules.

Whole programme subcontracting and restrictions for schools and academies

- B.11. You must seek approval to continue with or embark on new arrangements for whole programme subcontracting. [Further details](#) including what to include in the request and where to send it.
- B.12. Schools and academies must not subcontract whole study programmes under any circumstances. Legally, being a pupil and attending a school are based on physical presence. Although schools have powers to arrange some educational activities away from their premises, these are not intended to allow the whole of a pupil's education to be delivered somewhere, and by someone, other than the school. Schools and academies can therefore only subcontract provision for learners who:
 - B.12.1. attend the institution for at least one element of their programme throughout the academic year.
 - B.12.2. attend the school or academy at least once a week.
- B.13. You must not enter into subcontracting arrangements with special schools for the

whole, or for a substantial proportion of a students' programme where they are aged 19 to 25. Special schools have the option to set up a legally and financially separate entity to make provision for 19- to 25-year-olds as advised in the high needs funding: operational guide.

B.14. When a subcontractor wants to appoint and work with a third party, which could include a sports club, it is you as the provider who must have a direct contractual relationship with the third party and not the subcontractor. Third parties must not be appointed or managed by the subcontractor. There must be no financial transactions between a subcontractor and a third party. You must take steps to assure yourself that the third party has:

B.14.1. Facilities that are safe, suitable, and fit for purpose.

B.14.2. Safeguarding arrangements that are robust and reviewed regularly, at least on an annual basis.

B.15. You must take appropriate steps to ensure that both you and the sports club are clear on what activities are suitable for ESFA funding and what activities are not suitable for ESFA funding.

Glossary

Term	Definition
Brokerage	means the provision by a third party of services, for a fee, to source subcontractors to provide the services on behalf of the contractor.
Distance subcontracted delivery	means where the delivery location of the subcontractor is outside the lead provider's normal recruitment area.
Exemption case	means the case submitted by the college to the department in accordance with paragraphs 29 to 31 of the subcontracting funding rules for permission to exceed the subcontracting threshold.
Funding year	means a period of 12 months starting on 1 August and ending on 31 July.
Learners	means any third party including any student, apprentice (under an apprenticeship), trainee or similar to whom the college is required to deliver any of the services;
List of declared subcontractors	means the register of subcontractors that hold contracts worth at least £100,000 in aggregate with one or more ESFA-funded providers of post-16 education and training services, including apprenticeships and traineeships as set out at:
Prevent	means the prevent strategy, published by the government in 2011, is part of our overall strategy to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism. In the Act this has simply been expressed as the need to "prevent people from being drawn into terrorism." Further details are available on GOV.UK.
Subcontractor	means a person or organisation that has entered into a subcontract with the college.
Subcontract	means an agreement entered into between the college and a subcontractor for the purposes of engaging the subcontractor to deliver part of the services on behalf of

Term	Definition
	the college.
Subcontracting	<p>means any delivery to a learner’s programme of learning by a separate legal entity. It does not matter if this is by a third party recruited to deliver on site (travel to teach), online learning or whether it is described as a service.</p> <p>A separate legal entity or an individual that has an agreement (called a subcontract) with you to deliver any element of the education and training we fund. A separate legal entity includes companies in your group, other associated companies and sole traders. An individual could include a person who is a sole trader, self-employed or employed by an agency unless those individuals are working under your direct management and control in the same way as your own employees.</p>
Subcontracting threshold	means 25% of the learners in each funding stream under this contract in any given funding year.
Those charged with governance	<p>means those with responsibility for overseeing the strategic direction of the provider and obligations related to the accountability of the provider. This includes overseeing the financial reporting process. Those charged with governance can include, but is not limited to:</p> <p>College Governors/Boards Executive Board of Directors Audit Committee</p> <p>Further details are available on GOV.UK.</p>
Whole programme subcontracting	Means where every element of each individual learner’s programme is delivered by the subcontractor.



Education & Skills
Funding Agency

© Crown copyright 2021

This publication (not including logos) is licensed under the terms of the Open Government Licence v3.0 except where otherwise stated. Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

To view this licence:

visit www.nationalarchives.gov.uk/doc/open-government-licence/version/3

email psi@nationalarchives.gsi.gov.uk

write to Information Policy Team, The National Archives, Kew, London, TW9 4DU

About this publication:

enquiries www.education.gov.uk/contactus

download www.gov.uk/government/publications

Reference:



Follow us on Twitter:
[@educationgovuk](https://twitter.com/educationgovuk)



Like us on Facebook:
facebook.com/educationgovuk