Inspiring Future Teachers

Post-Graduate Teacher Apprenticeship

Subcontracting Fees and Charging Policy 2026-27

INSPIRING FUTURE TEACHERS

1. **Aim**
   1.1 This policy applies to all sub-contracting activities supported with funds supplied by the DfE guidance
   1.2 This policy is a mandatory requirement which must be in place prior to IFT participating in any sub- contracting activity which is funded by the DfE.
   1.3 The policy is effective from 27th April 2026
   1.4 This policy will not discriminate either directly or indirectly against any individual on the grounds of gender, race, ethnicity or nationality, sexual orientation, marital status, religion or belief, age, disability, socio-economic status or any other personal characteristic.

2. **General Policy Statement**
   2.1 Inspiring Future Teachers (IFT) is committed to applying a consistent standard for all subcontracting activity in accordance with the funding rules and policy intent. IFT has taken the strategic decision to work with their locality-based Hubs to subcontract elements of the PGTA programme to ensure that learners can continue to train locally. This offer will complement the IFT provision and delivery model where IFT retain clear and transparent accountability for the quality of training provision.

   2.2 IFT will ensure that:

   2.2.1 Subcontracting activities comply with the principles of best practice in the skills sector. It will be guided by the principles set out in the DfE Funding guidance, DfE Subcontracting control regulations, the Subcontracting Standard and any subsequent changes. IFT reserves the right to amend its Sub-contracting arrangements at any time to reflect the amendments and requirements of the funding body;

   2.2.2 its procurement strategy/process is a robust assessment process for selecting subcontractors and provides fair and transparent procurement activities;

   2.2.3 it will conduct robust due diligence procedures on potential subcontractors to ensure compliance with the DfE funding guidance; and

   2.2.4 all levels and provision are of the highest quality of learning delivery, demonstrating value for money and a positive impact on learners and employers.

   2.3 The funding which is retained by IFT will correlate to the costs of the services provided. These services, and the levels of funding being retained by IFT, will be clearly documented, and agreed with the subcontractors as being justifiable and reasonable in the circumstances and agreed by all parties.

   2.4 The rates of such retained funding will be commercially viable for both IFT and the subcontractors and will be negotiated and agreed in a fair and transparent manner, proportionate to the actual services being provided.

3. Selection and Appointment of Subcontractors

3.1 Subcontractors will only be used to complement the IFT Hub delivery model in line with DfE funding rules, specific to the type of provision and the relevant funding and will all be required to satisfy due diligence processes and sign a legally binding contract prior to any training delivery taking place.

3.2 In selecting partner providers, IFT will consider the following:

3.2.1 Reputation - including referral from other providers or employers.

3.2.2 Specialism - particularly in niche provision areas.

3.2.3 Geographic Location – with specific support to local partners and employers.

3.2.4 Quality Measures – including previous recruitment, retention and success rates, Ofsted rating etc.

3.2.5 Finance – ensuring that the subcontractor has not engaged with the 'Funding higher risk organisations and subcontractors' policy.

3.3 All apprenticeship subcontractors must be listed on the Apprenticeship Providers and Assessment Register (APAR) as either a main provider, employer provider or supporting provider. IFT will only contract with apprenticeship subcontractors who are confirmed as being on the Register unless the subcontractor meets the £100,000 de-minimis rule. A subcontractor may be used if they are not on the published APAR but will deliver less than £100,000 of apprenticeship training and on-programme assessment under contract across all main providers and employer-providers between 1 April and 31 March each year.

3.4 All Providers of post-16 programmes who subcontract £100,000 or more of their delivery, across all DfE funding streams are required to meet the DfE Sub-contracting Standard.

4. Rationale for Sub-Contracting

4.1 IFT engages with subcontractors to better meet the needs of learners, employers and the wider community.

4.2 Reasons are varied but would include:

4.2.1 Enhancing the opportunities available for learners;

4.2.2 filling gaps in niche or expert provision, or provide better access to training facilities;

4.2.3 support better geographical access for learners;

4.2.4 offer an entry point for disadvantaged groups; and

4.2.5 give consideration of the impact on individuals with shared protected characteristics;

4.3 Additional reasons to those listed above may be:

4.3.1 the temporary expansion of the provision to meet a short-term need;

4.3.2 providing immediate provision whilst expanding direct capacity. This may include working with sub-contractors to explore and learn about new standards or sectors prior to investment in resources;

4.3.3 providing access to, or engagement with, a new range of customers;

4.3.4 ensuring delivery intention is met where there is a recognised risk in direct provision

4.3.5 supporting employers with a wide geographic requirement; and

4.3.6 to widen participation in programmes, particularly those learners, employers or communities who may not usually engage in learning opportunities.

4.4 For apprenticeship provision, IFT may use delivery subcontractors to complement its existing provision and where an employer has requested and agreed the use of a subcontractor at the start of an apprenticeship. IFT will directly deliver some of the apprenticeship training and/or on-programme assessment associated with each employer's apprenticeship.

5. **Quality Assurance**

5.1 The Assistant Director for Quality Assurance and Curriculum, the Assistant Director for Compliance and The Director of IFT are responsible for ensuring that high quality provision is delivered by all subcontractors and have ultimate responsibility for monitoring the quality of this provision.

5.2 IFT's quality assurance procedures and processes apply to all subcontracting activities. In line with the IFT quality assurance calendar and continuous improvement plan

6. **Management and Training Fees**

6.1 IFT's management fee of 20% covers the central responsibility for a wide range of essential systems, processes, national marketing and delivery functions that are critical to the effective operation, quality, and compliance of the programme.

This will be allocated as follows

Function	Allocation of Management Fee (% of total apprenticeship fee not including EPA Admin fee)
Financial Audit and Compliance assurance	7%
Quality Assurance	1%
Systems Administration	4%
Central Operations Costs	8%

The management fee represents the cost which IFT incurs in effectively identifying, selecting, and managing all its subcontracted provision.

6.2 IFT may also retain, in addition to the management fee, an appropriate amount of funding to cover the cost of any funded activity which it undertakes which is related to the provision, please see section 7 costs and charges for more information.

7. **Costs and Charges (Apprenticeship Sub-contracting Only)**

7.1 In line with the DfE Funding Rules, IFT will ensure that all delivery is detailed in the Statement of Intent with the subcontractor at the start of the programme, specifying who will be responsible for each element of the programme including mandatory qualifications, non-mandatory qualifications, and any subcontracted delivery.

7.2 Charges, per learner, will be reasonable and proportionate and individually itemised to describe how they contribute to high quality training and will factor into the costings the expense of funded activity that IFT and the subcontractor undertake on behalf of the employer including, but not limited to:

7.2.1 direct delivery and/or assessment by IFT or subcontractor on each apprentices' programme in line with the Funding Rules requirements;

7.2.2 Provision of training materials for the delivery of OTJ training

7.2.3 Review and update of OTJ training materials to ensure compliance with DfE statutory criterion and to retain Ofsted 'strong standard'

7.2.4 Awarding Organisation registration and certification charges for mandatory qualifications;

7.2.5 final assessment;

7.2.6 contract management and quality assurance costs. - see above for breakdown of 20% management fee)

Funds retained by IFT beyond the 20% management fee will be allocated as follows:

Function	Percentage funds retained in addition to the management fee allocated to the function (% of total apprenticeship fee not including EPA admin fee)
Curriculum Leadership, provision, update and review	15%
External Moderation	1%
Training and Briefings for sub-contractor staff	9%
Preparation and Delivery of Masterclasses/Training/Other subcontracted provision	2.8% (Primary) 7.3% (Secondary
Assessment	4%

7.3 The Director of IFT will calculate the costs with the subcontractor before being checked and approved by the HISP Executive Director Finance.

7.4 Overall contract values will be approved by the HISP Executive Leadership Team then reported to Trustees throughout the contract year.

7.5 Payments to subcontractors will be made in accordance with the agreed payments schedule in the subcontract. These payments will be reconciled against actual funding amounts calculated from the Provider Funding Report which is directly created from the Individual Learning Record (ILR).

7.6 A termly audit of the use of the funding provided to the subcontractor will be undertaken by an external auditor, as such the sub-contractor must retain evidence of all costs incurred for the above activities including but not limited to signed staff timesheets, apprentice attendance registers and evidence of payment of training related costs.

8. Support for Sub-Contractors

8.1 Each subcontractor will have a written legally binding agreement in place that sets out the criteria and requirements of the contract.

8.2 The precise support given to each subcontractor will be negotiated with that subcontractor and may include, but is not limited to:

8.2.1 advice and guidance at the pre-contract stage;

8.2.2 site visits;

8.2.3 observations of teaching, learning and assessment;

8.2.4 tutor support;

8.2.5 observation of Information, Advice and Guidance (IAG), enrolment and examination sessions;

8.2.6 participation in IAG and enrolment sessions;

8.2.7 more rigorous quality assurance;

8.2.8 support with funding rules compliance;

8.2.9 regular financial reports to support invoicing;

8.2.10 ongoing support to address any areas for improvement;

8.2.11 in-depth check of evidence submitted and regular feedback on issues identified;

8.2.12 input of enrolment documentation;

8.2.13 regular review meetings;

8.2.14 providing regular progress and success rate reports; and

8.2.15 ensuring compliance with IFT Safeguarding, Prevent and Health and Safety policies and procedures.

8.2.16 opportunities for the IFT to undertake joint working or shared activities with the subcontractor. Such as process improvement, shared training, task forces or joint project teams.

8.2.17 additional improvement activities relating to wider government initiatives, for example, on sustainability, disability employment issues, use of SME and BME suppliers.

8.2.18 shared management activities and/or shared risk reduction programmes or activities.

8.3 The payment terms between IFT and subcontractors for timing of payments in relation to delivering provision and timescale for paying invoices and claims for funding received are included in the subcontract.

9. Funding Data

9.1 Data regarding the actual level of funding paid and retained for each sub-contractor will be made available according to the DfE requirements.

10. Publication of Information Relating to Sub-contracting

10.1 In compliance with the funding rules IFT will publish a list of its subcontractors and its subcontracting Fees and Charges Policy on its website and submit actual end-of-year subcontracting fees and charges to the DfE on request.

10.2 The details will include the name and UKPRN of the subcontractor, the contract start and end dates, the type of provision, the funding received from the agency to IFT, the funding paid to the subcontractor, the funding retained by IFT and any funding paid by the subcontractor to IFT for support or services.

10.3 IFT will issue all actual and potential subcontractors with a copy of this policy and a subcontract each year.

11. Policy Review

This policy will be reviewed on an annual basis and updated as required.

12. Communication

12.1 This policy is available on IFT's website.

12.2 Potential subcontractors will be directed to it as the starting point in any relationship. It will also be discussed with current subcontractors during review meetings.