

Subcontracting Procedure

The purpose of the Subcontracting Procedure is to outline all the activities carried out by Halesowen College prior to the commencement of a subcontracting contract it describes the quality assurance and on-going monitoring processes.

Halesowen College ensures that subcontractors are included in the College's quality cycle and are guided and supported by the College to follow this process. Halesowen College provides support as necessary to subcontractors in completing the Self-Assessment Review (SAR) and the Quality Improvement Plan (QiP). Subcontractors then discuss the completed SAR and QiP with the Quality Assurance Manager. Any actions arising are addressed in co-operation between the College and the subcontractor.

Subcontractors will be actively managed and monitored by the College to ensure that high quality delivery is taking place that meets ESFA funding rules.

Subcontracting Quality Assurance Check List and Focus

1	Monitoring processes – action plans	
1a	Does the organisation produce, track, and monitor a continuous quality improvement plan?	
1b	Who monitors and oversees the monitoring of the quality improvement plan?	
1c	What quality framework is followed?	
1d	If a quality improvement plan is not applicable to your organisation, how do you monitor and quality improvement within the organisation?	
2	Monitoring processes – teaching and training	
2a	Do all teachers/trainers with the subcontractor have teaching qualifications?	
2b	Do all teachers/trainers with the subcontractor have assessor qualifications?	
2c	If the answer is 'no' to the above question, how do you develop and support practitioners to ensure students / apprentices have quality learning experiences?	
2d	What staff development is available for staff to upskill and maintain competencies?	
3	Monitoring processes - observations	
3a	Do you have any current internal quality cycles / processes for observing the quality of teaching and learning?	
3b	Do you have any processes in place for managing underperformance in teaching and learning?	
3c	Do you gather learner voice feedback?	

Halesowen College Quality Measures for Subcontracting:

Halesowen College is committed to delivering high quality teaching and learning and will work with each subcontractor to manage the quality of education and training. The quality of teaching and learning will be managed through the existing college Quality Assurance team and amended to fully meet the needs of the subcontractor. Opportunities should be considered, where applicable to share good practice and support teacher development and learner experience. The aim of the monitoring activities is to obtain assurance that delivery is consistent with Halesowen College's expectations, is high-quality, is supported by the subcontractors' records and meeting agency funding rules.

All new subcontractors will be subject to an initial visit to confirm approval of appointment as a subcontractor within this visit the Quality Assurance checklist will be completed.

The following processes will be used to monitor the quality of subcontracted provision and actively improve quality on an on-going basis.

- Termly planned observation visits to check on the quality of teaching, learning, assessment, and progress.
- Alongside the quality visits, meetings will be arranged to ensure quality processes are being maintained. These will be arranged alongside the scheduled lesson observation visits.

In the meetings arranged, the college may wish to request and discuss the following information:

- Evidence of learner progress and achievements. (In form of tracking, progress reviews and/or RAG assessment of progress) – to discuss those at risk.
- Evidence of IV processes
- Records of ongoing staff development including safeguarding and prevent
- Evidence of Quality Improvement plans / Self-Assessment report

During the lesson observations, the subcontractor will be asked to provide the following information as a minimum:

- Evidence of planning for the lessons to be observed
- Examples of learner's work and progress
- An opportunity for a focus group during one visit within the academic year.

Reviewed / Approved	By
Reviewed by	Deputy Principal and Deputy Chief Executive
Consulted with	PA Quality & Standards
Approved	-
SLT approved	Yes
Website	Yes
Policy Code	11Z