

# PTP Training Limited

## Rationale for Subcontracting

### Funding Retained Policy

2025/26

#### **1 Rationale for Sub-Contracting Provision**

In line with the DFE guidance for subcontracting education for learners over 16 years of age, PTP Training Limited have reviewed and updated their rationale for working with subcontractors and how we manage funding that is retained.

The review process has been based upon the published Funding Rules (August 2025 to July 2026), and Subcontracting funding rules for post-16 education and training 2025 to 2026.

We are a regional training provider based in the West Midlands and have a team of direct delivery Tutors, working with 500 employers, delivering 45 Standards. We work with national organisations who require a diverse set of skills training the majority, the majority of which we are able to deliver directly. However, there are certain specialist or niche areas - such as LGV training - that fall outside our current delivery capability. Additionally, while our primary operational footprint is within the West Midlands, supporting national clients necessitates delivery across a wider UK geography. As a result, we subcontract elements of provision where specialist expertise is required or where we do not have a sufficient local presence to deliver effectively.

Over the last four years we have actively reduced our levels of sub-contracting, this has been achieved by increasing the amount of specialist delivery we are able to deliver and embedding more home workers in strategic regions of the country.

We have conducted a rigorous approach to quality assurance and performance management which has led to the removal of poor performing sub-contractors. This approach allows us to maintain accountability and oversight while expanding opportunities for learners, supporting employer engagement, and contributing to improved outcomes across a diverse and evolving skills landscape.

We have a team who offer guidance and support with quality assurance.

## 2 Executive Approval & Monitoring

When considering new entrants to our sub-contracting provision we will base our approval upon a set of criteria that is presented by the Operations Manager and signed off by our CEO and PTP Board ultimately. The criteria are based upon the needs of the business, the people, and employers we serve. The test that will be applied:

- Is there a skills gap that we cannot provide?
- Is there a location that we cannot service easily?
- Is there a client group that we cannot provide access to or an entry point for?

### Approval

This will be an iterative process, each contract year in line with the audit process of the sub-contracting systems and procedures, the Operations Manager will consider each sub-contractor against the criteria and their performance to date. The Operations Manager will present their recommendations and ultimately present to the PTP Board for sign off.

The Operations Manager together with the Operations Director will monitor performance and appropriateness of each sub-contractor to ensure they are to remain as sub-contractors to PTP Training Limited. The Operations Director will report any potential concerns to the CEO and PTP's Board accordingly.

## 3 Agreeing Costs with Employers and Individuals

PTP Training Limited agree the costs associated with the delivery of each apprenticeship with each employer, they agree the costs associated with the delivery of each element of the apprenticeship with the sub-contractor. Costs are documented and agreed between the Employer, sub-contractor and PTP Training Limited for all parties to be clear about who is delivering what element of the apprenticeship and for what cost.

## 4 Distribution of Funding

### Apprenticeship Programmes

As part of our negotiated costs with each employer, PTP Training Limited agree the cost of delivering each element of the apprenticeship programme. The sub-contractor receives funding for delivering their proportion of delivery to each employer.

PTP Training Limited will retain up to 20% of the negotiated training fee to maintain the following:

40% of the retained fee

- Monitor and maintain the contract
- Ensuring financial probity, eligibility, and compliance
- Supporting registration of End Point Assessment Organisations where appropriate
- Supporting preparation for End Point Assessment where appropriate
- Liaising with EPAOs on behalf of sub-contractors where appropriate

60% of the retained fee

- Provide quality assurance support through contract management and deep dive/ quality visits
- Provide coaching and feedback in relation to deep dives
- Support with curriculum development from our Quality & Curriculum Director where appropriate
- Sub-contractors will have access to resources where appropriate
- We will deliver paired teaching in each employer setting

We will offer CPD activity through workshops for Functional Skills and Ofsted preparation and any other area identified through quality monitoring, where appropriate.

In each occupational sector, teaching staff will support delivery and the development of teaching resources where appropriate

#### **Adult Education Budget/Adult Skills Fund – (DfE and WMCA)**

When sub-contracting AEB/ASF we retain up to 20% of the funding to meet the costs of our quality assurance, eligibility checks and direct delivery required. Selection of our sub-contracting partners will be based on their ability to add sufficient value in the specific areas we are operating in and able to address the specific skill needs locally.

PTP Training Limited may enter agreements with partners for other activity, this too will be subject to a negotiated fee of up to 20%. The type and intensity of support required by PTP Training Limited may differ for each partnership, therefore specific arrangements may be made at the time of contracting between PTP Training Limited and individual partners.

## **5. Due Diligence**

PTP Training Limited have adopted a scored matrix for due diligence, this approach requires applicants to apply and submit evidence and data which is scored and evaluated. Ongoing due diligence is conducted annually or more often, as required, if flagged by performance management.

## **6. General Principles**

All our sub-contractors are required to submit data timely and accurately, they are supported by a Business Support Team to ensure they can access information and support enabling them to make timely returns. All our sub-contractors have access to the Quality & Curriculum Director or Quality Leads to support curriculum management or make registrations to EPAOs.

## 7. Payment Terms

PTP Training Limited will make payment to sub-contractors on the 30<sup>th</sup> of each month, based on the correct evidence being in place and received by the deadline specified. If evidence is not received by the deadline, processing will be deferred until the following month.

Our Finance Department will forward details of payments at the end of each month and pay on the date specified based on all the supporting evidence being in place. These payments and supporting evidence are subject to DfE and WMCA contract specifications and in line with payments being received by these Agencies to PTP Training Limited. Where there are omissions or incorrect evidence in place, adjustments or a reclaim is made. PTP training Limited will always follow up to date guidance from DfE, based on their Funding Rules when adjusting based on ineligible claims.

### Policy Review & Publication

The Policy will be reviewed annually in July of each year. The policy will be published at [www.ptp-training.co.uk](http://www.ptp-training.co.uk)



**Rob Colbourne**

**CEO**