

PTP Training Limited

Rationale for Subcontracting

Funding Retained Policy

2026/27

1 Rationale for Sub-Contracting Provision

We are a regional training provider based in the West Midlands, we 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 of which we can deliver ourselves. However, there are niche areas such as LGV training that we are not able to deliver. In addition, our footprint is mainly in the West Midlands region, working with some organisations requires us to deliver in other parts of the country, we therefore sub-contract out some delivery where we do not have a local presence, or to support our organisational objectives such as:

- Alignment with business and curriculum strategy.
- Contribution to growth plans.
- Support for local skills priorities.
- Alignment with funding agency requirements.

Over the last few 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.

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 SLT initially and PTP Board ultimately. The criteria are based upon the needs of the business, the people, and employers we serve. Sub-contracting is considered:

- To provide specialist sector expertise not available in-house.
- To deliver training in a geographic area where the lead provider has no local presence.
- To meet specific employer demand.
- To support disadvantaged or underrepresented learners.
- To provide niche qualifications or vocational programmes.

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 to the SLT; these will then be subject to support and challenge and ultimately presented to the PTP Board for sign-off.

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

3 Agreeing Costs with Employers and Individuals

PTP Training Limited agrees 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. Appendix 2 documents are 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 agrees 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/case sampling
- 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.

5 Impact Measures and Success Criteria

Sub-contractors will be issued revised contracts each contract year (Aug-July). With this, expected levels of performance will be issued, such as success rates and retention.

Adult Education Budget – (DFE & WMCA)

When sub-contracting AEB we retain up to 20% of the funding to meet the costs of our quality assurance, eligibility checks and direct delivery. 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.

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.

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.

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 the 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.

Payment Terms

PTP Training Limited will make payment to sub-contractors on the 30th 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 they will not be processed and will be deferred until the following month.

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



Rob Colbourne

CEO