



Adult Skills Education and Apprenticeships
Department of Community and Children's Services
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Subcontracting Policy

Owner:	ST
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Subcontracting at the City of London Corporation Adult Services and Education (ASES) Department

ASES is committed to promoting supply chain excellence with our Subcontractor Partners.

ASES is fully committed to being fair, honest, and transparent with our Partners at every stage of our Partner relationships as well as supporting and enabling supply chain performance and investing in our supply chain networks.

Our procurement processes adhere to the principles of open, transparent and fair procurement practice. We work to ensure that value for money is achieved throughout our procurement and supply chain management activities. ASES commits to conduct our procurement activities responsibly and with integrity.

The ASES supply chain management ethos:

- To develop diverse, flexible and quality supply chains – bespoke to each contract and geography, with a strong emphasis on the City of London and surrounding boroughs.
- To bring together organisations who share our vision and values and are committed to providing the best service to our customers
- To consult supply chain partners in the co-design of services and processes
- To work collaboratively with supply chain partners to enable ideas, expertise and best practice to be shared
- To operate in an open, fair and transparent way
- To communicate targets and expectations clearly and consistently
- To celebrate performance and recognise success
- To provide support, advice and training where providers are struggling
- To promote our commitment to facilitating the development of staff within our supply chains
- To ensure quality of service, equal opportunities, diversity and contract compliance through access to contract specific policies and procedures
- To actively manage contracts and supply chain performance to ensure our approach is proactive and maximises contract performance

Our Supply Chain Partners are supported from initial contract agreement and throughout the lifetime of the contract. The contract review processes highlight any specific development needs.

Due to the diverse mix of contracts with individual specific requirements and tier of providers that we have subcontract arrangements in place for, the support offered to our suppliers can vary. (The list is not exhaustive and will vary depending on contract requirements and on the tier/category of Supplier)

Our Supply Chain retained funding typically enables the following support for providers:

- Supply Chain Partners will be allocated an individual supply chain manager to support them with performance management, through regular reviews. This can also include regular networking meetings and events to help encourage collaboration.
- Compliance monitoring and support to meet contractual requirements, including communicating contractual and legislative updates.
- Administration – submission of claims, data returns, claw back and payments etc
- Quality Assurance and Oversight of quality to include IAG and teaching and learning. GC will undertake regular quality assurance visits which include observations of delivery and discussion with managers, staff and learners.
- Support to Supply Chain to build capacity which will include advice and guidance, offer of a range of additional business support offers and notification of relevant funding opportunities.
- Access to the required CRM, Assessment tools & reports (contract dependent)
- Mandatory training and development opportunities for Supply Chain Partners and staff - these can include:
 - Mandatory contract and system training
 - Information Security and Cyber Security
 - OTLA, Compliance, Quality, SAR /QIP
 - Safeguarding, Prevent & EDI
 - Going Green/ Environmental Sustainability, Modern Slavery
 - Mental Health Awareness
 - Paperwork and Procedures Workshops / Understanding Data.
 - Skills Action Planning & Goal Setting, Interview Techniques & CV writing

All partners will undergo a rigorous due diligence process which will be documented. This will include a check on quality assurance and financial history to provide assurance that the programme that the partner is in consideration to deliver will be successful and impactful.

For apprenticeship partners, ASES have a general model of 20% funding retention which is open to negotiation during the initial partnership planning period dependent on the individual needs of each party. For transparency, the justification for the pre-negotiation ASES management fee is broken down below.

Management Fee Rationale

Activity	Percentile
Allocation of an individual supply chain manager to support with performance management, through regular reviews	5%
Compliance monitoring and support to meet contractual requirements, including communicating contractual and legislative updates.	6%
Administration – submission of claims, data returns, claw back and payments etc.	3%
Quality assurance and oversight of quality to include IAG and teaching and learning. GC will undertake regular quality assurance visits which include observations of delivery and discussion with managers, staff and learners.	2%
CRM Support – development, user access, production of guides, training, tools and reports / training and development opportunities	4%

For other funded provision, rates will be negotiated and agreed with the partner based on the funding body payment model and contractual requirements.

Current Subcontracting Summary

Updated July 2025

Subcontractor	UKPRN	Contract value for Academic Year 2025/26	Funded through
SECCTA Limited	10061792	Up to £260,000	GLA/ASF
Runway Apprenticeships Limited	10049149	Up to £100,000	GLA/ASF
PSEV Ltd	10054443	Up to £100,000	GLA/ASF
Cultiv8 Ltd	10039817	Up to £60,000	UKSPF
PSEV Ltd	10054443	Up to £60,000	UKSPF
The Retrofit Academy	10068462	Up to £120,000	GLA
Capel Manor College	10001148	Up to £200,000	ESFA*
Just IT Training Limited	10034940	Up to £100,000	ESFA*

* These are maximum contract values and may extend over several academic years.

Standard management fee: 20% (see above for breakdown of fee rationale)

Policy approved by:



Barbara Hamilton

Head of Service

Adult Skills and Education Service, City of London Corporation