



SUBCONTRACTING POLICY

Expert Training | Proven Success | Progressive Approach

2026

Introduction

Heart of England Training does not plan to subcontract any provision duplicating that which is delivered by the organisation with the exception of taking employer providers into consideration. Our subcontracting arrangement with Browns Hairdressing Group meets this remit because the employer has specialist sector expertise, established training facilities and experienced delivery staff based at their locations. This arrangement enhances the learner offer by enabling apprentices to receive training within a live commercial salon environment whilst maintaining HOET oversight, compliance, quality assurance and end-point assessment arrangements.

Procurement and due diligence

All partners undertake a due diligence process that enables Heart of England Training to review financial standing, policies and procedures, delivery capacity and capability, quality and performance rates and RoATP status (where required) before entering into a sub-contract arrangement.

These checks are then reviewed by a panel consisting of Heart of England Training board members, relevant training managers and the financial controller before approval is given with the consent of the Managing Director.

Once approval is given, partners will be required to enter into a legally binding contract and agree to abide by the set terms and conditions.

Fees and payments

Heart of England Training's fees are 35% agreed on a risk assessed basis and taking into consideration subcontractor experience and the amount of support they require and the amount of training that HOET deliver during the term.

Fee

Service	Approximate %
Apprentice recruitment and enrolment	5%
Administration of learner and employer ILR records	4%
Quality assurance and observation	5%
Monthly apprenticeship training directly delivered by HOET, tailored to individual apprentice needs	7%
Contract management and performance review	4%
Apprenticeship assessment preparation, administration, registration, certification and associated costs	7.5%
Compliance monitoring	2.5%
Total retained	35%

The retained funding reflects the costs incurred by Heart of England Training in recruiting and enrolling apprentices, directly delivering apprenticeship training, maintaining learner records and ILR data, undertaking quality assurance and compliance monitoring, managing subcontractor performance, and administering end-point assessment arrangements. These costs are reviewed annually and are considered reasonable and proportionate to the services provided and the level of subcontracted delivery.

These fees may be subject to revision should circumstances change. Where the subcontractor is an employer-provider the actual, evidenced cost of delivery will be paid.

Any change in fees will be discussed and agreed in advance and partners will be notified in writing either at the start of the contracting period or during the period if the change is in response to changing circumstances.

Payments are calculated and reconciled monthly following receipt of the Provider Funding Report has been received from the DFE. Heart of England Training shares the funding and occupancy information detailing the delivery partners' learners, with the delivery partner. Delivery partners are asked to review and feedback any comments with approval that the information is correct, taking into account starts, leavers, learners on a break in learning and compliance. Payments are then paid within 30 days of Heart of England Training receiving the funding from the DFE. Any uplifts or additional funds received will be passed on to the delivery partner. Any reconciliation for late notified leavers or missing contractual evidence will be passed on to the delivery partner.

Delivery partners are made aware that Heart of England Training undertakes compliance checks on all documentation submitted in line with the company Quality Improvement System (QIS) and will only draw funding from the DFE once all claims have passed compliance checks in line with funding rules. Repeated failure to meet compliance check requirements may incur further costs which will be communicated and agreed prior to commencement.

Quality assurance and support

Heart of England Training is responsible for ensuring that the provision supplied by delivery partners is of high quality and meets the needs of learners and employers and complies with DFE and Ofsted guidance. In addition to the published costed services, Heart of England Training also provides:

- Use of Heart of England Training learner and employer documentation
- A contract management team
- The support of Heart of England Trainings' sector training manager, Lead IQA
- Training on key process and procedures
- Invitation to and expected attendance at Heart of England Training standardisation meetings
- Opportunities for recognition and celebration activities
- Mandatory safeguarding training
- Mandatory Prevent – anti radicalisation and extremism training
- Mandatory Equality, Diversity and Inclusion training
- Regular Information updates from Heart of England Training

Underperformance or unsatisfactory performance will lead to intervention by Heart of England Training in line with the subcontract agreement.

Approval and Review

This policy is reviewed annually by the company directors and governors and/ or in line with DFE rules. The policy is shared with subcontractors at review and published at - [Heart of England Training Heart of England Training | About Us](#)

Version: 1

Prepared by: Directors

Approved & Quality Assured by: Governors

Effective date: August 2026

Review date: July 2027