the <coders> guild

Developing the Future

Sub-Contractor Fees and Policy

*V1.2 last updated **15th May 2021***

The UK's new gold standard for tech education, continually developed
by industry-led peers to better discover, develop and supply tech's new talent to
ambitious, socially conscious companies.

Contents

Part One - Statement of Expectations:

The Coders Guild may choose to subcontract a proportion of its delivery to efficiently and effectively extend its range of provision to enhance employer training programmes, learner experiences and to better service the local communities in which we operate.

The Coders Guild selection of delivery partners will only include those who enhance the quality of our offer to learners, determined through rigorous due diligence and regular, thorough quality monitoring. We will only seek to subcontract if aligned to our strategic aims and provision in specialist technical areas that employers we work with require and that we do not have internal expertise to deliver ourselves.

The safeguarding of learners will remain our priority and a good standard of education and training will be consistent throughout the partnership.

The Coders Guild will not enter any subcontracts for the delivery of Learner Loans Costs.

The Coders Guild will calculate the retention for quality and compliance from each delivery partner on an individual basis. The fee will depend upon the risk-level of operational, financial, delivery and reputational implications and may be re-considered annually.

We will usually retain a maximum of 20% of the funding to meet our costs of Apprenticeship learning delivery and programme quality assurance.

Part Two – Main Policy

This policy aims to support the Statement of Expectations and outline why The Coders Guild may choose to subcontract. Should The Coders Guild make the decision to subcontract elements of delivery, this will strictly be to support strategic aims in line with all company principles.

1. Subcontracting arrangements will be considered where they assist strategic aims, such as:

   - To be a high performing training provider delivering outstanding teaching, learning and assessment which is reflected in outcomes for learners
   - Providing learners with an innovative, inspiring programme of learning which enables learners to reach their full potential, providing the employer with high performing individuals within their business

- Further develop innovative relationships with other providers and the local organisations to extend and develop programmes to meet local, regional, and national priorities
- To offer a wider range and choice of available programmes to best meet the needs and expectations of levy paying and non-levy paying employers and learners
- To offer greater integration of provision and higher-level qualifications, including Degree Apprenticeships, available with enhanced progression opportunities thereby providing added value to both employers and learners

2. Prior to entering a subcontracting arrangement, The Coders Guild will carry out full due diligence and invite the potential delivery partner to an onboarding meeting, held virtually or at The Coders Guild head office with the Senior Management to address key requirements of the partnership.

3. The Coders Guild will take an open, constructive, and collaborative approach with delivery partners, always with the focus on delivering the best possible service to the end user, keeping the best interests of the learner at the forefront.

4. The Coders Guild will maintain a quality framework for all provision, both directly delivered and subcontracted. The framework is designed to achieve and maintain high standards of teaching and learning, in both direct and subcontracted delivery. The Coders Guild will monitor the standard of subcontracted delivery and work with the delivery partner in a constructive way to develop best practice and an embedded quality ethos, leading to continual quality improvement. The monitoring systems will include regular reviews and OTL carried out by suitably experienced and competent staff and moderated to ensure standardisation.

5. As the lead provider, The Coders Guild will:
   - Provide contract and relationship management • Hold regular partnership meetings with the Subcontractor
   - Carry out compliance checks, sampling, and standardisation
   - Carry out Quality and Performance management
   - Monitor delivery of the The Coders Guild Learner Journey process·
   - Collect participant/employer/stakeholder feedback including direct learner feedback via customer service surveys
   - Maintain a Quality Improvement and Self-Assessment process
   - Carry out observations of learning and moderation
   - Provide online access to The Coders Guild Quality Policy, Procedure, and Practices

6. The Coders Guild policy is to apply fair, consistent, and transparent distribution of funds. Should it be necessary to change the proportion of funds retained for any reason, this will be clearly communicated to the relevant delivery partner.

7. The Coders Guild standard payment terms for delivery partners are within 30 days of receipt of invoice, raised against a purchase requisition and authorised on compliant documented evidence. Funding paid in error, or against learners who are subsequently withdrawn or transferred, may at the discretion of The Coders Guild be reclaimed from the delivery partner; and in all cases The Coders Guild reserves the right at its absolute discretion to retain a proportion of the qualification value until external audit, based on risk.

This policy is freely available on request to all potential delivery partners via *enquiries@thecodersguild.org.uk* and is downloadable from the The Coders Guild website: http://thecodersguild.org.uk

 The policy will be reviewed periodically in line with our standard processes. In between full reviews the policy is updated as necessary to remain in line with Funding Body updates and The Coders Guild Supply Chain Policy 2021 requirements. This policy document may extend beyond the current contract year and remains valid until The Coders Guild has published a later version.

Signed: CRISPIN READ

Date 15/05/2021

Date of policy review May 2022