



Cabot
Learning
Federation

Subcontracting
Policy

Date Adopted: August 2022
Implementation Date: 1 September 2023

History of most recent Policy changes

Date	Page	Change	Origin of Change e.g. TU request, Change in legislation
August 2022	Whole document	Formal writing of Policy	New policy in line with the change in regulations
September 2023	Whole Document	Update to reflect 2023/24 partnerships	

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1 Introduction

This policy covers the use of sub-contractors to deliver courses for 16–19-year-old CLF pupils on roll at Digitech Studio School.

It includes:

- the rationale for sub-contracting
- the financial arrangements
- quality assurance processes

It is an ESFA requirement to have this policy in place and for it to be reviewed annually. It must be published on the Digitech and CLF website by 31st October of each calendar year and be approved by the CLF Board.

2 Sub-Contracting Detail and Rationale

The CLF subcontracts with 3 partners:

- Boomsatsuma Education Limited – partner since 2017/18
- Bristol School of Acting – partner since 2022/23 (previously part of Boomsatsuma)
- Robins Foundation – partner since 2020/21

All three providers offer unique courses to the Bristol and wider area operating in the creative industries and in sports coaching that cannot be found elsewhere. They complement Digitech's specialised curriculum and progression into the creative digital and high-tech sectors. They are firmly linked with the industries that support them and operate within facilities that seek to complement the course offer and inspire pupils. Courses offered by our partners have strong progression routes onto degree courses that are offered at the same sites and by the same providers.

The course offer includes:

- Digital Media Production
- Games VR & VFX
- Film and Television
- Sports Media
- Professional Acting
- Dance
- Sports Coaching and Development
- Extended Diploma in Sport
- Extended Diploma in Esports

Employability is significantly stronger than anywhere else in the sector locally and offer valuable routes into the creative industry that is so particular to the Bristol context and linked to the wider employability goals for the area.

Rationale for using partners:

- To raise participation of young people in level 3 courses; including widening the availability of Level 3 to pupils who would not normally be accepted onto Level 3 courses in traditional Sixth Form and College settings.
- To focus on supporting pupils at risk of being Not in Education, Employment, or Training (NEET) and who are Looked After.
- To develop courses and curriculum pathways that are deeply embedded in key sectors, in-line with the present demands of industry in this region. These pathways place young people with employers in real sector contexts; this is providing provision that uniquely readies young people for their future.
- To address the need of young people to do real work as part of their learning in real workspaces. So that they are uniquely well-prepared for their progression onto positive destinations.
- To organise curriculum pathways, in-line with the aims of Digitech Studio School, that are linked to the needs of industry and subjects that are both innovative, motivating and enabling for young people.
- To offer unique opportunities to our pupils in expert provisions that are not offered elsewhere in Bristol.
- To support pupils from disadvantaged backgrounds, access a wide range of courses.

All partnerships arrangements are reviewed on an annual basis and have an annual contract refresh where appropriate.

3 Support For Subcontractors

To ensure a high-quality standard of provision is maintained, CLF works closely with and supports all partners that have been subcontracted for delivery. All contract agreements outline the processes and procedures for our subcontracted provision, as well as the roles and responsibilities for both parties. CLF provides ongoing support to subcontractors during their contracts.

4 Governance Arrangements

Our subcontractors have their own governance arrangements that will be specified in their contract with CLF. In terms of CLF governance, each partner will be required to present to the Digitech academy council at least once a year. Compliance with the subcontracting standard will be presented and discussed at Audit Committee, including contractor performance. Elements of the subcontractor's educational performance will be covered at Academy and Exec Scrutiny.

5 Financial Arrangements

It is important that the funding follows the pupils and is used to provide maximum impact on our pupil's experience and outcomes. Our financial arrangements ensure that most of the core funding is passed to the partners as they deliver 100% of the course content.

We retain different values for our partners depending upon on the support services provided and we review this arrangement on an annual basis:

- For two partners who have more in-house expertise, we retain 9% of the core funding
- For one partner we retain 10% of the core funding as we provide additional SEN and specialist support

All education health care plan (EHCP) funding is passed on to the specific partner to provide direct support to that pupil and all other tutoring funding etc is shared on a per pupil basis.

The funding retained by CLF is used to cover:

- All quality assurance processes from educational scrutiny, safeguarding, special educational needs, quality of teaching and assessments
- Advice and guidance for partners
- Data processing and returns and exam entries
- Financial oversight and administrative functions

Occasionally, additional costs may result from additional administration or compliance or from the provision of bespoke services by CLF to the subcontractor (for example provision of resources, internal verification, awarding body fees, student support costs). CLF will consider the clawback of funding paid to our partners if there is under-delivery or a specific reason to warrant the recovery of funds paid. This will be in line with contract arrangements and as appropriate to the funding paid and circumstances surrounding the reason for clawback.

6 Summary

The courses offered by our partners are an important part of our overall offer to our pupils, it builds career pathways and provide unique opportunities. They are established partners of our Trust and deliver exceptional academic outcomes and educational experiences for our pupils.