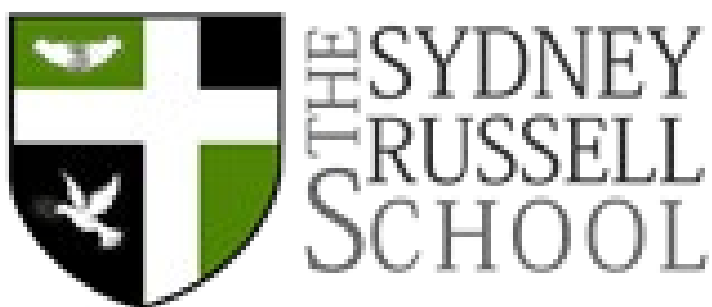




PLS and SRS Apprenticeship Subcontracting Policy Policy and Procedures 2025-26

**‘Training teachers to be and inspire tomorrow’s
leaders’**

Document Control	
Category	Leadership
Policy name	Apprenticeship Subcontracting Policy
Effective from	September 2025
Last review date	September 2025
Approved by	Strategic Board
Next review date	September 2026

PLS Apprenticeship Subcontracting Policy and Procedures

Policy and procedures...

Introduction

This policy is a mandatory requirement as part of the Apprenticeship Funding Rules of 2025-2026. All organisations that subcontract any part of their apprenticeship programmes must annually review their subcontracting policy ahead of the academic funding period. The policy must be signed off by the person charged with overall responsibility of the organisation in the governance structure and as The Sydney Russell School (SRS) is a main provider for the Postgraduate Teacher Apprenticeship Programme this policy must be published upon the website by the 31st October. The purpose of this policy is to provide accurate and comprehensive information to external agencies on how PLS procures its subcontracted services, the associated costs and how quality will be monitored and managed.

Section 1: Context

This policy outlines the rationale, principles, and operational framework that underpin subcontracting arrangements at The Sydney Russell School (SRS) and Partnership London SCITT (PLS), in compliance with the Apprenticeship Funding Rules 2025 to 2026, particularly clauses 226-240: [Apprenticeship funding rules 2025 to 2026](#)

The SRS and PLS adheres to the latest guidance around subcontracting, and this policy will be reviewed and updated to reflect any changes.

PLS subcontracts apprenticeship training only when it is demonstrably in the best interest of apprentices and employers. The primary purposes are:

- To fill gaps in expert provision that the SCITT cannot resource internally.
- To enhance curriculum delivery with specialist or phase-specific training aligned to the [Initial Teacher Training and Early Career Framework](#) and requirements of the ITT Criteria and Supporting Guidance.
- To ensure high-quality, subject-specific training delivered by appropriately qualified and experienced experts.

Subcontracting will usually be used for phase-specific professional studies, subject knowledge for teaching sessions and for the delivery of the Intensive Training and Practice requirements set out in the ITT Criteria.

PLS will not use subcontracting for any element of the apprenticeship apart from training delivery. All assessment of apprentices is completed by PLS/SRS. The aggregate total of all subcontractors delivering DfE funding provision will not exceed £100,000 in any single funding year.

Section 2: Commitments

As the main training provider, PLS will:

- Agree the use of subcontractors with employers at the start of an apprenticeship.
- Directly deliver a minimum of 50% of the apprenticeship programme.
- Maintain and lead the relationship with the employer.

- Take full responsibility for the quality of all aspects of delivery and carry out regular quality assurance checks of their subcontractor's provision.
- Provide delivery sub-contractor declarations in line with ESFA dates and manage updates if arrangements or circumstances change during the year.

PLS will only subcontract to organisations that:

- Hold a valid UKPRN.
- Have not engaged the Department for Education's 'funding higher risk organisations and subcontractors' policy.
- Demonstrate appropriate educational and financial standing.
- Agree to comply fully with current and future Apprenticeship Funding Rules. ☐ Are subject to PLS's quality assurance procedures.
- Have no conflicts of interest with the PLS.

It is the skills and knowledge of the individual within the subcontracting organisation that is of most importance, however the Partnership Director will take into consideration the following criteria when selecting a subcontractor:

- The qualifications and experience of the subcontractor to be able to deliver the required training.
- The Ofsted rating of the subcontracting organisation, if applicable
- The recommendations of the PLS Strategic Board
- Knowledge of existing trainers in place for the PLS before apprenticeship delivery.

Each subcontract will have a total value of less than £5000, therefore no formal procurement process is required.

PLS retains responsibility for the quality of all apprenticeship provision, including subcontracted elements.

Activities include:

- Pre-delivery quality assurance of trainers and materials, including agreeing the aspects of the PLS curriculum and Initial Teacher Training Early Career Framework (ITTECF) to be covered in each training session
- Regular quality monitoring through observation, apprentice evaluations and performance data analysis.
- Ensuring subcontractors participate in audits and provide data to meet ILR and Ofsted requirements.

Section 3: Processes and Procedures

Subcontractors are paid upon invoice, according to actual delivery and as agreed in the subcontracting agreement.

Charges are reviewed annually to ensure they are reasonable and proportionate to the cost of managing the subcontract.

Apprentices are in training rooms with non-apprentices who also contribute to the cost of the training. Sizes of cohorts vary annually and between phases and subjects.

Declaration of the use of Subcontractors

Each academic year, PLS will submit two fully completed Subcontractor Declaration forms for the Postgraduate Teacher Apprenticeship programme to the DfE. The first will be by 31st October and the second by 30th June.