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SUB CONTRACTING POICY

The purpose of this document is to define the basis on which any subcontracting arrangements will be managed. Where appropriate, COMPANY NAME Will contract with other parties to deliver programmes and activities. The organization with which it contracts will be subject to the requirements set out below.

The management of subcontractors will be based upon the application of the risk principle. All subcontractors will be risk assessed in relation to the performance standards set in the quality framework. Information about the performance standards can be obtained from the COMPANY NAME Manager.

Due Diligence:-

Subcontractors will supply COMPANY NAME with all relevant information requested to protect learners and to ensure the subcontractor is a legally, financially and educationally sound organization, prior to a contract being signed.

Performance Data:-

Subcontractors will provide a range of data, at the frequencies specified in the contract.

Delivery Quality:-

Where appropriate the assessment should also gather necessary information about health and medical records, previous relevant experience, depending on the nature of the course itself and specifically where the nature of the course presents significant health and safety issues. _Health & Safety policy and risk assessments must be adhered to.

Subcontractors must ensure that appropriate staff attends COMPANY NAME best practice events and any training organized by COMPANY NAME which has been put in place to address issues identified in quality or compliance post-audit action plans.

Subcontractors will ensure that they maintain effective employer engagement. Employer engagement processes must be consistent with the standards specified in COMPANY NAME guidance on the management.

	Approved by Director
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Signature	

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Health & Safety:-

Subcontractors must provide details on request to COMPANY NAME of how they ensure that facilities meet all Health & Safety regulatory and legislative requirements, including where required specific health & safety reports, audits and risk assessments.

Subcontractor must be capable of and must undertake activity and facility risk assessments at a frequency consistent with the type of activity and the nature of the facility being used.

Subcontractors must ensure that appropriate staff attends COMPANY NAME best practice events and any training organized by COMPANY NAME which has been put in place to address issues identified in quality or compliance post-audit action plans relating to Health & Safety. This action is likely to increase the frequency of quality and/or compliance audits undertaken.

“Appropriate staff” in this instance are normally defined as individuals who have relevant managerial authority and responsibility for Health & Safety.

Facilities and Resources:-

All facilities and resources used must be “fit for purpose” and comply with all current Health & Safety legislation.

Self-Assessment:-

All subcontractors will be required to undertake a self-assessment process and produce a report which clearly and specifically identifies and evaluates activities which they are contracted to deliver. The report and resulting action plan must be submitted as specified in the contract.

Service Standards:-

All subcontractors will be required to demonstrate how they will meet the COMPANY NAME service standards in relation to providing a high quality service at all points. Subcontractors will be required to meet the performance targets set out in individual contracts. COMPANY NAME staff will support those subcontractors who require further development to reach the required standard in the expectation that subcontractor staff will subsequently maintain this standard.

Safeguarding:-

Subcontractors will be required to have in place safeguarding arrangements which are consistent with the standards specified in the contract provided by COMPANY NAME

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Audit Procedures:-

COMPANY NAME will conduct audits of subcontractors as specified in the Contract. COMPANY NAME will provide reasonable advance notice in writing of proposed visits to the subcontractor of the scope and date of each audit.

Post-audit action plans will be produced where necessary and Subcontractors will be supported through training and mentoring to achieve the aims set out in the action plans.

Policy and Procedures:-

Subcontractors will be required to demonstrate that they have robust quality audit arrangements, consistent with the requirements related to the audit activities undertaken by COMPANY NAME as specified above.

They will be required to maintain, review and update policies and procedures in line with national legislation and as appropriate to the nature of their contract.

Contract Monitoring and Review:-

Subcontractor performance will be monitored on an ongoing basis. Feedback on performance will be provided in writing, by phone or e-mail. The methods used will depend upon the circumstances at any point in time. Feedback will also be provided at periodic contract performance review meetings. The frequency of these meetings will depend upon the performance of the subcontractor.

Where performance falls below the standard required, subcontractors will be issued with a notice to improve. Support will be provided to help subcontractors develop and enhance the quality of their delivery. If a subcontractor fails to meet the necessary improvements within the agreed timescales, it may be necessary to implement contract termination procedures.

Contract Termination:-

Should a Subcontractor consistently fail to improve any element of its performance which is deemed to be unsatisfactory or inadequate, or consistently fail to engage in training or with the quality support systems which are in place, COMPANY NAME reserves the right to terminate the contract to protect the learners. If contract termination procedures are implemented, subcontractors are contractually required to co-operate fully with this process.

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Signature	