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## Apprenticeships Subcontracting Policy

### Subcontracting Rationale Statement

The University of Leeds is committed to delivering high quality apprenticeship provision to meet the needs of the Apprentice and the Employer. The delivery of the higher or degree apprenticeship programmes will be carried out by the University, except in the limited instances outlined below.

#### 1. Subcontracting for Maths and English level 2 (or equivalent)

The Education Skills Funding Agency (ESFA) require all learners undertaking an apprenticeship to hold level 2 or above Maths and English qualifications in order to meet the apprenticeship gateway. Where an apprentice does not hold these certifications, the ESFA fund apprentices to achieve these qualifications.

The University of Leeds specialises in delivering high quality education at level 5 and above, therefore the University subcontracts the training for level 2 Maths and English to specialist third party subcontractors. The use of a third-party subcontractor to deliver Maths and English functional skills qualifications at level 2 provides expert provision at the relevant level to maximise the Apprentice's learning journey.

#### 2. Subcontracting Clinical Placement Activity (Nursing Associate Apprenticeship only)

The level 5 Nursing Associate apprenticeship standard requires a minimum of 460 hours to be spent in external practice placements. Up to £2,500 of the total negotiated price may be spent on eligible clinical placement costs. The University of Leeds enters into a subcontracting relationship with Employers who are Employer-Providers on the Apprenticeship Provider and Assessment Register (APAR) to deliver eligible clinical placement activity.

The use of the Employer as a subcontractor to deliver clinical placement activity within the Nursing Apprenticeship programme compliments the delivery by the University, enhances the opportunities available to apprentices and provides expert provision.

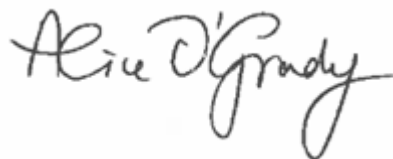
The use of subcontractors in the limited instances described above are agreed by the University and the Employer at the start of an apprenticeship where applicable. The University only enters into a subcontracting relationship with a subcontractor for apprenticeship provision when they are eligible to receive apprenticeship funding, as outlined in the ESFA Apprenticeship Funding Rules. All subcontractors have a contractual relationship with the University and are required to undergo rigorous quality assurance processes and remain compliant with the ESFA Apprenticeship Funding Rules.

### Subcontracting Management Fees

The University of Leeds does not charge a management fee when subcontracting apprenticeship training provision.

Further Guidance

Please contact the [Head of Apprenticeships](#) if you have any queries on apprenticeship subcontracting.

A handwritten signature in black ink that reads "Alice O'Grady". The signature is written in a cursive style with a large initial 'A' and a long, sweeping tail on the 'y'.

**Signed:**

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Professor Alice O'Grady, Chair of Quality and Standards Committee

**Date:** 11<sup>th</sup> September 2024