

Sub-Contracting Policy

Introduction

The Academy is committed in providing high quality services, and so all sub-contractors need to adhere to our standards and work ethics. This policy outlines the requirements for sub-contractors to provide service for us.

Scope

This policy is aimed for any sub-contracted service or personnel providing work for our centre. Please note: the Law now requires companies to have a sub-contracting policy in place prior to undertaking any sub-contracting work.

The Policy

The Academy will provide sub-contractors with our current policies that they need to comply: The Centre will undertake continuous supervision to ensure subcontractor's compliance

Rationale for sub-contracting

The Academy from time to time may use sub-contracting service to meet the demand of our service as requested by the local community. The ratio for sub-contractors will depend on the demand of our service as well as the number of employees that the Centre already has.

Quality Improvement

The Centre will ensure quality and consistency of the delivery of our qualifications, and so we will ensure compliance of our policies for all our sub-contractors. The quality of sub-contracting service will be monitored and managed through our Quality Assurance team. This will ensure quality and consistency in delivering a high standard service in our name - delivering quality of customer service, teaching and assessment.

We will use self-assessments as well as other effective practices to ensure we keep our high-quality of services and consistency in delivering our qualifications. The Centre will provide all current and potential sub-contractors with a copy of this policy. We will also provide a list containing the fees to be paid for each sub-contracting work, as well as the payment terms and conditions between the Centre and the sub-contractor.

Communication

The Academy will provide each year, with an up-to-date provision for sub-contracting services including terms and conditions as well as fees for each service.

The agreements for sub-contracting services will be updated on an annual basis, our agreements will be recalculated and re-negotiated at the end of each year.

Additional Support for Sub-contractors

The Centre will provide support to sub-contractors using a risk based approach. This may include changes, for examples: we may feel that's necessary additional site visits, additional lesson observations and additional tutor support.

Additional Charges per Learner

The Academy might increase/decrease the charges for each course according to changes on:

- Awarding Body fees and charges
- Costs of hiring facilities/equipment
- Tutoring /Assessment/Internal Verification costs

This document will be reviewed continuously and re-published each year. This will ensure quality and consistency in delivering our qualifications according to the Awarding Body requirements.

All sub-contractors will receive a contract, and failure to comply with contract agreements may result in the withdrawal of the sub-contractor's service from the Academy. Sub-contractors that fail to comply with the contract may also not receive the fees agreed and depending on the severity of the breach of contract, there may result in severe consequences, example: contract fines.