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# Subcontracting Policy 2023/24

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## Policy Statement

1. This policy sets out both the subcontracting strategy of City of Bristol College (the College) and the applicable supply chain fees and charges. The policy aims to ensure transparency and equitability around subcontracting and the associated retained fees.
2. This policy will be supplied to potential subcontractors at the point of being invited to tender and to existing subcontractors during the contract renewal process. The policy is signposted in the Subcontracting Procedures which are provided to all subcontractors, and available on the College website along with the College's subcontracting delivery value.

## Scope

3. This policy governs subcontracting provision within the College. The College recognises that it holds full accountability for the delivery of subcontracted activity and that this cannot be assigned to subcontractors.
4. It is the responsibility of both the College and their subcontractors to refer to the rules and guidance of the relevant funding agency (Education and Skills Funding Agency or relevant Combined Authority) and any future updates in all matters regarding the delivery of the contract.
5. Roles and responsibilities for the College and the subcontractors are clearly defined from the outset and all subcontractors are required to agree and sign a Contract for the provision of education or training services with the College.

## Definitions

6. **Subcontracting:** refers to subcontractors delivering education or training on behalf of the College. This encompasses subcontractors listed on the Education and Skills Funding Agency (ESFA) 'List of Declared Subcontractors', together with any updates or subsequent listings from the ESFA or the relevant Combined Authority.

## Responsibilities

7. This policy is owned by the Deputy Principal and Chief Executive. The College Board of Governors is responsible for the approval of this Subcontracting Policy. The day to day management of the subcontracting



9. In addition to the above, subcontracting of Adult Education Budget funding:

Will deliver provision to residents in the Bristol and local areas funded by WECA, with the aim of meeting WECA priorities (including those outlined in the WECA Adult Education Strategy,



17. The retention also includes administration support to process the data, ILR management, Middle and Senior

City of Bristol College

Subcontracting Policy 2023/24 | February 2023

