



UIC



this increases access and participation to degree apprenticeships as well as offering achievable entry points to disadvantaged learners.

## **Contracting & Policy**

As part of our Quality Assurance efforts for the delivery of apprenticeships, the subcontractor will supply the following data on a regular basis as per the agreement. The Degree Apprenticeship Manager will review:

1. Progress updates on English and maths
2. Data on attendance and engagement
3. Safeguarding/Prevent

An improvement plan will be started if the quality of subcontracted provision falls short of the necessary standards for compliance, quality, and learner/employer satisfaction. If this plan is not successful, the University will source other delivery options.

### **Fees and Payments**

UCL will remit payment to the subcontractor, and we will subsequently claim reimbursement for our apprentices' Functional Skills fees through our Individualised Learner Record (ILR), in accordance with the fees stipulated by the ESFA.

### **Reporting the Use of Subcontractor**

UCL will provide a fully completed delivery subcontractor declaration to the ESFA on the dates set within the apprenticeship funding rules. UCL will also update the declaration to reflect changes during the year.

### **Policy Review and Communication**

We will conduct an annual review of this policy. Any modifications to the policy will undergo scrutiny and approval at the Degree Apprenticeship Panel (DAP) and Quality and Standards Committee meetings. Additionally, updates will be communicated to existing subcontractor. A current version of this policy will be published on our website, with paper copies available upon request.

### **Duties within UCL**

Nominated member of staff with strategic lead responsibility for subcontracting:

Chair of Quality and Standards Committee

Nominated member of staff with day-to-day responsibility of the management of subcontractor:

Degree Apprenticeships Manager, Academic Policy, Quality and Standards, Education Services

### **Policy Approval**

Quality and Standards Committee 26<sup>th</sup> June 2024