



Subcontracting Policy

Valid from	October 2025
to	September 2026
Approved by Board and Governors	September 2025

CEO Name	Lesley Holland
CEO Signature	
Date	

Monitoring of Subcontracted Provision Policy

1.0 Introduction

Subcontracting enables Juniper Training to extend the range and accessibility of our provision and ensure we remain responsive to employer and partner demands for provision.

Juniper Training currently has one subcontracting partnership in place – for delivery of the Human Resources standard – this is a niche area of delivery that we have been specifically asked to deliver by some of our employer partners. We believe that this contract will enhance the opportunities available to apprentices, but without accreditation from CIPD*, we are unable to deliver the mandatory qualification element of the L5 People Professional Apprenticeship Standard for apprentices (L5 Associate Diploma in People Management).

***CIPD are the awarding body for HR qualifications, but they are not currently accrediting any new organisations to deliver these qualifications.**

The L5 Associate Diploma in People Management is the only element of this apprenticeship programme that will be subcontracted. All other elements of this apprenticeship standard will be delivered directly by us, the main provider. The use of our subcontracting partner has been agreed with the apprenticeship employers, who want to work with us to deliver their apprenticeships but recognise that we are not accredited to deliver the mandatory qualification.

The arrangement agreed with our employers is for a roll-on-roll-off provision offer that may have monthly starts for the L5 People Professional Apprenticeship Standard. Up to a maximum of 50 starts will be recruited within one academic year.

2.0 Publication requirements

In accordance with Department for Education requirements we will publish this *Subcontracting Policy* on our website. We record subcontracted provision in line with the published guidance for the school census and the individualised learner record (ILR) data returns. We will also complete an

additional declaration in respect of subcontracting to support our monitoring arrangements in line with the 'Apprenticeship Funding Rules 2025 to 2026'.

3.0 Main principles of quality assurance of our Subcontractor

Subcontracting is underpinned by due diligence checks and a legal agreement which sets out:

- Progress checking of apprentices against their mandatory qualifications
- Safeguarding requirements
- Key Performance Indicators
- Quality indicators

We will hold regular meetings (at least quarterly) to ensure that learners are making good progress towards achieving their L5 Associate Diploma in People Management. Subcontracted provision is subject to formal lesson observations and informal session visits carried out by both Juniper Training staff and recommended nominated staff from the subcontractor. All feedback from these activities will be shared between Juniper Training and the Subcontractor.

In addition to planned meetings, we will carry out remote checks and short notice visits with our subcontractor which will include face-to-face forums with staff and learners regarding the curriculum design and delivery. We will also sample learner work and monitor the impact that the feedback and assessment is having on learners.

4.0 Meeting Schedule

4.1 Formal contractual and review meetings

Quarterly meetings will be held with the subcontractor to discuss performance and progress of learners. At each meeting, the Apprenticeship Contract Manager or Sector Lead will attend on behalf of Juniper Training along with a suitable senior member of staff representing the subcontractor. Meetings will be held in December 2025, March 2026 &

June 2026 for this academic year. Future dates will be detailed in next year's Subcontracting Policy.

4.2 Formal lesson observation

Each member of staff teaching with the subcontractor is expected to have at least one formal observation a year, carried out by Juniper Training, which feeds into staff CPD. The subcontractor will be provided with a copy of the documentation used. During monitoring visits, informal learning walks will be carried out and feedback provided to subcontractor staff.

5.0 Fees

Costs claimed by the subcontractor for delivering the L5 Associate Diploma in People Management have been discussed and agreed by senior Juniper Training leaders to ensure that they are proportionate and reasonable, and they contribute to the delivery of high-quality apprenticeship provision. Starts will be charged at £2000 per learner.

Juniper Training will retain all remaining funding for each learner up to the funding band maximum (currently £11,000) less any reductions made for recognition of prior learning. The individual payment schedules for each apprentice will be recorded on their training plans to detail the eligible costs to include initial assessment, training costs, materials and consumables, peripheral costs including assessments, programme governance, management, and administration, as well as costs associated with the quality assurance of subcontracted delivery

Please see below a non-exhaustive list of the funded activities associated with quality assurance of subcontracted delivery:

ITEM
Quality Monitoring Activities
Monitoring of Registers – evidence of attendance
Scrutiny of off-the-job training logs to ensure compliance with funding rules
Sampling of complete learner work and assessment of learner work
Administering and reviewing learner surveys and forums
Learning Walks/informal learning walks
Observations of learning and teaching and follow up actions

Site visits to monitor health and safety, safeguarding and quality of TLA
Quality and performance reviews
Key administration such as ILR data returns
Management Board – quality, performance and financial assurance
External Auditor
Processing financial payments

Appendix A – curriculum checklist to support delivery of sub-contracted provision

ITEM	Frequency (one off unless stated)
Pre course start	
Qualification approval with awarding body	
Awarding body registrations	
Timetables for delivery of training	
Single Central Register for delivery staff	
Schemes of work	
Health and Safety Risk Assessment for each site that Juniper Training apprentices will visit for their training with the subcontractor	
TLA Observation Dates	
Safeguarding arrangements	
On programme	
Registers – evidence of attendance	Weekly
IQA feedback	Quarterly
Learner surveys and forums	Quarterly
Learning Walks/informal learning walks	Quarterly
Observations of learning and teaching and follow up actions	Quarterly
EQA/EV visits and actions	Annually
CPD records for all staff delivering the qualification to Juniper Training learners	
Safeguarding monitoring	Monthly
Arrangements for Learning Support	Monthly
After programme completion	
Certificates of achievement	