



Subcontracting Contingency

The college has thorough processes in place to ensure the successful delivery of all subcontracted provision. All potential subcontractors must complete a robust due diligence process before contracting with the college. Existing subcontractors complete an annual refresh review which includes reviews of financial health and other pertinent documents. Subcontractors are also required to participate in regular and ongoing monitoring processes to ensure risk is minimised.

If any problems are identified which place a contract and delivery at risk this would be reported by the Associate Director, Business Development and Subcontracting to the Assistant Principal Adult and Community Learning.

In the event the College decides to withdraw from a subcontract arrangement, a subcontractor withdraws from their contract, or a subcontractor goes into administration and liquidation, the College would take swift action to ensure continued delivery of provision and to facilitate learners to complete their learning and qualifications.

Following withdrawal from a contract the next step would be for senior managers to hold a planning meeting and determine the best way forward. The subcontractor may also be invited to the planned meeting. Learners are the responsibility of Middlesbrough College, and they would be the primary focus of any contingency plan.

A plan would but is not limited to actioning the below measures:

- Informing the funding agency of withdrawal from the subcontracting arrangement

- A review of learner progress and assessment
- To ensure learners complete their learning and qualifications, going forward the following processes would be implemented:
 - The College would deliver the provision
 - The College would identify an existing sub-contractor with the capability and capacity to deliver the provision
 - The College would engage with a new sub-contractor (subject to completion of the due diligence process) to deliver the provision
- Informing and communicating plans to learners and to employers Subcontracting Contingency Plan August 2023 Middlesbrough College
- Setting clear time scales for identified actions to be implemented
- Allocating key roles and responsibilities to college staff for implementing, monitoring and reviewing the plan

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