



Apprenticeships Subcontracting Policy

Subcontracting Rationale Statement

The University of Leeds is committed to delivering high-quality apprenticeship provision to meet the needs of the Apprentice and the Employer. The delivery of the higher or degree apprenticeship programmes will be carried out by the University, except in the limited instances outlined below.

Subcontracting for Maths and English level 2 (or equivalent)

If an Apprentice is 19+ when they begin their training and does not already hold an English and / or Maths qualification at level 2, and their Employer agrees that completion of the qualifications should be part of their training plan, the Department for Education (DfE) will fund the apprentice to achieve these qualifications.

The University of Leeds specialises in delivering high-quality education at level 5 and above, therefore the University subcontracts the training for level 2 Maths and English to specialist third-party subcontractors. The use of a third-party subcontractor to deliver Maths and English functional skills qualifications at level 2 provides expert provision at the relevant level to maximise the Apprentice's learning journey.

The use of subcontractors in the limited instances described above are agreed by the University and the Employer at the start of an apprenticeship where applicable. The University only enters into a subcontracting relationship with a subcontractor for apprenticeship provision when they are eligible to receive apprenticeship funding, as outlined in the DfE Apprenticeship Funding Rules. All subcontractors have a contractual relationship with the University and are required to undergo rigorous quality assurance processes and remain compliant with the Apprenticeship Funding Rules.

Subcontracting Management Fees

The University of Leeds does not charge a management fee when subcontracting apprenticeship training provision. The specialist third-party subcontractor will be paid the full functional skills funding attributed to the learning aim completed for Maths and / or English. This is currently £724 funding per learning aim according to the DfE/DWP on the [gov.uk website](https://www.gov.uk).

Further Guidance

Please contact the [Head of Apprenticeships](#) if you have any queries on apprenticeship subcontracting.

Signed:

Prof. Lisa Marshall, Chair of Portfolio Committee

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