

The JGA Group

Policy for processing applications to be a sub-contract provider of Education Services

The JGA Group has a responsibility to partner-subcontractors to maintain academic, quality and financial standards across the partnership. To meet this objective each potential new sub-contractor is taken through a rigorous due diligence process.

The objectives of the process are specifically:

- To minimise risk to the partnership's high quality of learning experience.
- To maintain the quality of cross-partner processes such as the completion, recording and learning from Observation of Teaching, Learning and Assessment.
- To minimise financial and regulatory risk to existing partners.

The detailed process map is set out below.

The JGA group's due diligence process for recruiting sub-contractors

- Evidence of sector experience and delivery.
- Evidence of awarding body approvals.
- Details of directors – including proof of experience, track record and qualifications.
- Scrutiny of previous two years accounts.
- Check that suitable quality assurance processes are in place, including policies, self-assessment, most recent Ofsted report (where applicable), RoATP status (for apprenticeships) and delivery models.
- Suitable CVs of tutors, assessors and IQAs.
- Sufficient administrative resource to liaise with JGA's Partnership Team.
- Track record of successful performance.
- Satisfactory references from current/previous business partners.
- Inspection of premises and teaching facilities to ensure that they are safe and fit for purpose.
- Evidence of required policies.
- Check the Home Office Proscribed List of Organisations and receive a declaration.

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- Interview with Director-Partners or Managing Director.
- Agreement on subcontract terms with JGA.
- Agreement on contract terms.
- Contract signed on behalf of the subcontractor by an Authorised Person and by JGA's Managing Director.

Signed:



Richard Goodwin

Managing Director

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