

The JGA Group

Policy for processing applications to be subcontract providers of Education Services



The JGA Group will review each potential subcontract on an individual basis to see if it meets one or more of the JGA's subcontracting rationale.

- Enhance the opportunities available to learners.
- Fill gaps in niche or expert provision or provide better access to training facilities.
- Support better geographical access for learners.
- Support an entry point for disadvantaged groups.
- Support individuals who share protected characteristics, where there might otherwise be gaps
- Meets rules published regularly by funding and regulatory bodies.

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 requires due diligence including:

- Evidence of sector experience and delivery.
- Evidence of awarding body approvals (where relevant).
- Details of directors – including proof of experience, track record and qualifications.
- Scrutiny of previous two years accounts.
- Credit check
- Investigation to ensure there could be any inadvertent funding of extremist organisation.
- Review of most recent Ofsted report (if applicable).
- 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.
- Interview with Director-Partners, Managing Director or senior manager accountable for the subcontracted provision.
- Agreement on subcontract terms with JGA.
- Agreement on contract terms.
- Review by Academic Board to ensure the subcontractor is seen as low risk and high quality.
- 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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Policy Owner	Susan Prestridge, Operations Director