DATE xx 202[ ]

1. **BIRMINGHAM METROPOLITAN COLLEGE**
2. **[SUBCONTRACTOR]**

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LEARNING PROVISION SUB-CONTRACT

between BIRMINGHAM METROPOLITAN COLLEGE

and

[Subcontractor]

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**THIS AGREEMENT** is made on                                                                                         202[ ]

parties

1. **BIRMINGHAM METROPOLITAN COLLEGE** of 4 JENNENS ROAD, BIRMINGHAM B47PS (**Main Provider**)
2. **[SUBCONTRACTOR]** incorporated and registered in England and Wales with company number [COMPANY NO.] whose registered office is at [ADDRESS] (**Subcontractor**)

each a **Party** and together the **Parties**.

INTRODUCTION AND RECITAL OF INTENTION

1. The Main Provider provides education and training to learners.
2. The Subcontractor can assist the Main Provider in providing education and training to learners.
3. The Main Provider wishes to provide education and training to certain Learners by making use of the services of the Subcontractor.
4. The Main Provider is subcontracting to the Subcontractor in order to [DELETE AS APPROPRIATE: enhance the opportunities available for learners • fill gaps in niche or expert provision or provide better access to training facilities • support better geographical access for learners • offer an entry point for disadvantaged groups; or • give consideration of the impact on individuals with shared protected characteristics, where there might otherwise be gaps.] This Agreement should be read in conjunction with the Main Provider’s subcontracting policy which is available on the [‘Potential Subcontractors’ page] of the Main Provider’s website.
5. DEFINITIONS

In this Agreement the following words and expressions shall have the following meanings:

1. Academic Year: a year running from 1 August in one calendar year to 31 July in the following calendar year.
2. Achievement: achievement of a Qualification or a group of Qualifications by a Learner as evidenced by the provision of **Achievement Evidence**.
3. Achievement Evidence: evidence produced by the Subcontractor to the Main Provider in a form satisfactory to the Main Provider which may include: (a) the original certificates produced by an external examination body for each Learner who has attained a Qualification; or (b) for Subcontractor accredited programmes, a record of Achievement, Subcontractor certification and/or progress reports indicating Achievement.
4. Additional Services: any ancillary and/or related services required to be undertaken by the Main Provider for the benefit of the Subcontractor, the Main Provider and/or the success/completion of a Programme(s) in accordance with clause 7.7 and Schedule 8.
5. Administration and Procedural Manual: the Main Provider’s manual for the administration of its subcontracted provision, as updated from time to time by the Main Provider and provided to the Subcontractor.
6. Agreement: all parts of this Agreement including the Schedules, procedures and the Administration and Procedural Manual.
7. Agreement Data: all Personal Data processed on the Learners and any other third party individuals as necessary to comply with the obligations under this Agreement including for the avoidance of doubt in relation to the Funding and delivery of the Programme(s) and the delivery of any Additional Services, and as set out in Schedule 10.
8. APAR: the apprenticeship provider and assessment register.
9. Applicable Laws: any (a) law including any statute, statutory instrument, bye law, order, regulation, directive, treaty, decree, decision (as referred to in Article 288 of the Treaty on the Functioning of the European Union) (including any judgment, order or decision of any court, regulator or tribunal); (b) rule, policy, guidance or recommendation issued by any governmental, statutory or regulatory body; and/or (c) industry code of conduct or guideline in force from time to time which relates to this Agreement and/or the Programme(s) and/or the activities which are comprised in all or some of the Programme(s) or the use or application of the output from the Programme(s).
10. ASBO: an anti-social behaviour order as defined in the Crime and Disorder Act 1998 or any other punishment for anti-social behaviour (such as a civil injunction, community protection notice or criminal behaviour order).
11. Attendance: the attendance of a Learner on a Programme as evidenced by the completion of a Main Provider approved Register of Attendance.
12. Background Intellectual Property: any Intellectual Property, other than the Programme Intellectual Property, which is necessary for the running of the Programme(s) and/or the use and development of the Programme Materials and Programme Intellectual Property and which a Party owns, or has rights to, including but not limited to that which is notified to a Party in writing by the other Party before being used in relation to the Programme(s).
13. Barred List: the barred lists provided for under the Safeguarding Vulnerable Groups Act 2006.
14. Business Continuity Plan: the business continuity and disaster recovery plan to be maintained and implemented by the Subcontractor in accordance with clause 20.
15. Commencement Date: [INSERT DATE].
16. Confidential Information: all information in respect of the business of the Main Provider including, without prejudice to the generality of the foregoing, any ideas; business methods; finance; prices, business, financial, marketing, development or manpower plans; customer lists or details; computer systems and software; products or services, including but not limited to Know-How or other matters connected with the products or services manufactured, marketed, provided or obtained by the Main Provider, and information concerning the Main Provider’s relationships with actual or potential clients, customers or suppliers and the needs and requirements of the Main Provider and of such persons and any other information which, if disclosed, will be liable to cause harm to the Main Provider.
17. Contract Manager: the manager appointed by each Party in accordance with clause 8.
18. Convictions: other than in relation to any minor road traffic offences, any previous or pending prosecutions, convictions, cautions and binding overs (including any spent convictions as contemplated by section 1(1) of the Rehabilitation of Offenders Act 1974 by virtue of the exemptions specified in Part II of Schedule 1 of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (SI 1975/1023) or any replacement of amendment to that Order).
19. Data Protection Laws: all Applicable Laws relating to data protection, the Processing of personal data, privacy and/or electronic communications in force from time to time; and references to **Controller**, **Data Subjects**, **Personal Data** and **Processor** have the meanings set out in and will be interpreted in accordance with such laws.
20. Data Protection Supervisory Authority: any regulatory authority responsible for the enforcement, regulation or governance of any Data Protection Laws and any replacement or successor body or person for any such authority from time to time.
21. Data Security Incident: the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, Agreement Data transmitted, stored or otherwise Processed.
22. Department: the Secretary of State for Education acting through the Department for Education or any successor body to it.
23. Disclosure and Barring Service: the non-departmental public body of the Home Office of the United Kingdom responsible for processing and issuing DBS checks (or successor body/bodies) to it.
24. **E-Portfolio**: the electronic record of the Learner’s progress and achievements during the Programme(s).
25. **Employer**: the person or firm employing the Learner for the purpose of furthering any Programme(s).
26. Enrolled: in relation to a Learner, a person who has been enrolled in accordance with the terms of this Agreement and in respect of whom the Main Provider has notified the Subcontractor that such Learner has been enrolled with the Main Provider, and **Enrol** and **Enrolling** will be construed accordingly.
27. Enrolment Guidelines: such enrolment guidelines as the Main Provider notifies in writing to the Subcontractor from time to time as may be required from time to time in accordance with the requirements of the Main Provider or the Department.
28. Enrolment Paperwork: the Main Provider’s relevant enrolment information form to be completed in respect of each Learner prior to Enrolment of such Learner by the Subcontractor.
29. ESFA: the Education and Skills Funding Agency (which has now become part of the Department).
30. Force Majeure Event: any circumstance not within a Party’s reasonable control which prevents it from, or delays it in, performing its obligations under this Agreement, including, but not limited to:
    1. an act of God;
    2. war, insurrection, riot, civil commotion, act or threat of terrorism;
    3. lightning, earthquake, fire, flood, storm or extreme weather condition;
    4. a change in applicable law which makes some or all of the activities of a Party in connection with this Agreement illegal or unlawful and where no action of that Party (such as obtaining a licence, authorisation or consent or amending or varying its activities or processes) can make such activities legal and lawful; or
    5. a pandemic or epidemic.
31. Funding: the funding provided to the Main Provider by the Department or an Employer in accordance with the Funding Rules in relation to the relevant Programme and the provisions of this Agreement.
32. Funding Rules: the procedures, rules and requirements from time to time laid down by the Department for use by the Main Provider in applying for the Funding as applicable to the Programme(s) for the relevant Academic Year as amended and supplemented by the Department (including through any guidance notes) which are either publicly available or communicated by the Main Provider to the Subcontractor from time to time including but not limited to:
    1. any relevant funding agreement between the Department and the Main Provider, which may be called an “Accountability Agreement”, including any additional conditions of funding imposed by the Department on the Main Provider from time to time;
    2. “College Financial Handbook”;
    3. “Apprenticeship funding rules”;
    4. “The Adult skills fund: funding rules”
    5. “ESF rules”;
    6. "Advice: funding regulations for post-16 provision";
    7. "Subcontracting funding rules for post-16 education and training";
    8. "Funding higher risk organisations and subcontractors policy";
    9. “ESFA subcontracting standard”; and
    10. “Assurance reviews of the subcontracting standard for post-16 providers”.
33. Inspectorates: one, any or all of the following inspectorates or any successor body to any of them or any inspector of the Programme(s) or the Parties:
    1. Ofsted;
    2. His Majesty’s Inspectorate for Education and Training in Wales (Estyn);
    3. The Quality Assurance Agency for Higher Education;
    4. the Office for Students;
    5. the Care Quality Commission (CQC); and
    6. the Local Government Ombudsman.
34. Intellectual Property or **IP**: patents, Know-How, registered trademarks, registered designs, utility models, applications for and rights to apply for any of the foregoing, unregistered design rights, unregistered trademarks, rights to prevent passing off for unfair competition, copyright, database rights, topography rights, and any other rights in any invention, discovery or process, in each case in the United Kingdom and all other countries in the world and together with all renewals and extensions.
35. Know-How: any and all non-patented information, knowledge, data and expertise of the Main Provider provided by the Main Provider to the Subcontractor in connection with this Agreement and includes without limitation the contents of the Quality Principles and Policies.
36. Learner: a person who is Enrolled and who receives the education and training comprised in a Programme from the Subcontractor.
37. Learning Agreement: the learning agreement between the Main Provider and a Learner as specified in the Funding Rules from time to time or in the form determined by the Main Provider.
38. Liability: all and any liability (whether civil or criminal), costs, losses, expenses or damages suffered or incurred by the Main Provider and all and any claims and damages made against the Main Provider, its servants, employees or agents whether in negligence or otherwise.
39. London Living Wage: the minimum hourly rate figure set annually in November each year by the Resolution Foundation and overseen by the Living Wage Commission which covers all boroughs in Greater London and which an employer may voluntarily choose to pay.
40. Main Provider Background Intellectual Property: any and all Background Intellectual Property owned by or licensed to the Main Provider.
41. Month: a calendar month.
42. Ofsted the Office for Standards in Education, Children’s Services and Skills, any successor body/bodies to it or any body with responsibility for inspection or regulation of the Programme(s).
43. Payments: the payments due under the terms of this Agreement from the Main Provider to the Subcontractor in relation to the Programme(s).
44. Premises: the premises listed in Schedule 5 to this Agreement or such other premises or workplaces as are agreed between the Parties from time to time.
45. Prevent Duty: the duty to have due regard to the need to prevent people from being drawn into terrorism in accordance with the Counter-Terrorism and Security Act 2015 and any related guidance published by the Government, the Department, Ofsted and any other relevant body which are either publicly available or communicated by the Main Provider to the Subcontractor from time to time including but not limited to "Prevent Duty Guidance for England and Wales" and "Prevent Duty Guidance: for further education institutions in England and Wales" and "Education Inspection Framework".
46. Price: the sums payable by the Main Provider to the Subcontractor in relation to the Programme(s) or part of the Programme(s), calculated in accordance with Schedule 1 and which shall be inclusive of VAT.
47. Processing: has the meaning set out in the Data Protection Laws and for the purposes of clause 23 **process**, **processing** and **processed** will be interpreted accordingly.
48. **Procurement Law:** the Public Contract Regulations 2015 or the Procurement Act 2023, as applicable.
49. Programme: an individual learning programme provided by the Subcontractor and approved by the Main Provider which will lead to the Learner achieving the Qualification(s) or other achievement(s) identified in the Funding Rules.
50. **Programme Intellectual Property**: any and all Intellectual Property in the information, materials, resources and systems arising out of, and other tangible or intangible results of, any research, development or other work undertaken by or on behalf of the Main Provider in connection with a Programme and including without limitation any and all Intellectual Property in any and all Programme Materials.
51. **Programme Materials**: all materials designed and developed by the Main Provider or the Subcontractor, for inclusion within or use in connection with a Programme and any other materials that the Parties agree from time to time are to be designed and developed by the Parties.
52. Qualification: a qualification of the type and standard permitted by the Funding Rules awarded either by a recognised external examination body to Learners who have completed a Programme and met that external examination body's criteria for awarding the relevant qualification or by the Main Provider.
53. **Quality Principles and Policies**:
    1. the Administration and Procedural Manual for Subcontracted Provision; and
    2. any Quality Assurance Guide for Centre Based Subcontracted Provision adopted by the Main Provider and provided to the Subcontractor; and
    3. the Subcontractor’s own quality standards and procedures if expressly approved in writing by the Main Provider; and
    4. any statement adopted by the Main Provider and provided to the Subcontractor of the quality expected in education and training delivered by the Main Provider; and
    5. any additional quality requirements set out in the Funding Rules, including but not limited to the Statement on Apprenticeship Quality, or issued by Ofsted from time to time; and
    6. the standard expected of a skilled and competent Subcontractor of the kind of education and training which makes up the Programme(s).
54. Register of Attendance: a register of Learners in the form required by the Main Provider from time to time of who attends each Programme (which may include Programme Registers, Records of Guided Learning Hours or other forms of register notified to the Subcontractor by the Main Provider), which is to be compiled contemporaneously with every session of training/assessment given as part of a Programme.
55. Regulatory Body: those government departments and regulatory, statutory and other entities, committees, ombudsmen and bodies which, whether under statute, rules, regulations, codes of practice or otherwise, are entitled to regulate or investigate the matters dealt with in this Agreement or any other affairs of the Main Provider or the Department, including, without limitation Ofsted, the Further Education Commissioner, the European Commission and the European Court of Auditors.
56. Replacement Subcontractor: any Subcontractor who, following the expiry or earlier termination of this Agreement, provides services or activities for the Main Provider which are the same or similar to the Programme(s) or any part of them.
57. Restricted Transfer: a transfer of Agreement Data which is undergoing processing or which is intended to be processed after transfer, to a country or territory to which such transfer is prohibited or subject to any requirement to take additional steps to adequately protect the Agreement Data for the transfer to be lawful under the Data Protection Laws.
58. SAR: the annual self-assessment report produced by the Subcontractor designed to evaluate Learners’ progress and achievements, set targets for improvement and plan action and to help develop the provision for the benefit of Learners.
59. Subcontractor Declaration: the form that the Main Provider is required to provide to the Department detailing its current sub-contracting arrangements.
60. Subcontracted Provision: is defined in the Funding Rules.
61. Subcontractor Background Intellectual Property: any and all Background Intellectual Property owned by or licensed to the Subcontractor.
62. Sub-Processor: any person (including any member of the Subcontractor’s corporate group) appointed, engaged or permitted by the Subcontractor to process Agreement Data.
63. Suspended Programme: a Programme which has been suspended by the Main Provider pursuant to clause 16.
64. Suspension Notice: a notice served on the Subcontractor by the Main Provider pursuant to clause 16 and which identifies the nature of the Intervention Event and the Programme(s) affected by such Intervention Event.
65. Trainer: the staff of the Subcontractor, or people who are under the direct control of the Subcontractor as employees or self-employed contractors, including volunteers, engaged partly or wholly in the provision of the Programme to Learners and which also includes assessors.
66. TUPE: the Transfer of Undertakings (Protection of Employment) Regulations 2006.
67. **UK Living Wage** the minimum hourly rate figure applicable to individuals over 18 years old set annually in November each year by the Resolution Foundation and overseen by the Living Wage Commission and which an employer may voluntarily choose to pay.
68. Working Day: any day which is not a Saturday, Sunday or a public holiday in England.
69. UKRLP: the UK Register of Learning Providers.
70. Year: means an Academic Year.

In this Agreement, unless the context otherwise requires references to the singular include the plural and vice versa; any reference to a person includes a body corporate and words importing one gender include all genders.

The headings in this Agreement are for ease of reference only but do not form part of the Agreement and will not be taken into account when construing it.

Any phrase in this Agreement introduced by the terms “include”, “including”, “in particular” or any similar expression will be construed as illustrating and will not limit the sense of the words preceding that term.

Reference to a statute, statutory provision or subordinated legislation is a reference to it as it is in force at the date of this Agreement, taking account of any amendment or re-enactment and includes any statute, statutory provision or sub-ordinate legislation which amends or re-enacts it.

1. PRINCIPAL OBLIGATIONS

The Subcontractor will deliver the Programme(s) to the Learners on behalf of the Main Provider with reasonable skill, care and diligence in accordance with the terms of this Agreement, the Funding Rules and the Main Provider’s subcontracting policy which can be found at [here](https://www.bmet.ac.uk/about-bmet/corporate-policies-procedures/) For the avoidance of doubt, the Subcontractor must, where eligible, be at the Commencement Date and remain for the duration of this Agreement fully registered on:

the UKRLP and hold a valid UKPRN;

the APAR, unless they have been approved to be exempt from the requirement to register as may be permitted by the Funding Rules, or meet the de-minimis exemption as may be permitted by the Funding Rules, and can produce evidence of such written approval from the Department to the Main Provider’s reasonable satisfaction; and

any other register required by the Department and the Funding Rules.

The Subcontractor shall deliver the Programme(s) in accordance with ‎Schedule 4. The Main Provider shall have the right in its sole and absolute discretion to alter all or any part of the specification of a Programme set out in ‎Schedule 4 at any time, provided that such right shall not be unreasonably exercised.

The Main Provider will pay the Subcontractor the sums due in accordance with the terms of this Agreement in relation to each Learner who attends and completes an accredited Programme (or funded period of learning) as set out in Schedule 1 and Schedule 4.

The Subcontractor shall, if it has not done so before the Commencement Date, notify the Main Provider within 3 Working Days of any current or historic irregular financial or delivery activity in accordance with the requirements set out in the Funding Rules. For the avoidance of doubt such irregular financial or delivery activity shall include, but not be limited to:

non-delivery of training by the Subcontractor when funds have been paid to it by the Main Provider (or any other education institution);

sanctions imposed or remedial and/or enforcement action on the Subcontractor by any awarding organisation;

a grade (defined by Ofsted as inadequate) being received by the Subcontractor from Ofsted;

complaints and/or allegations by individuals working for or on behalf of the Subcontractor and/or Learners working with the Subcontractor and/or other third parties involved in the delivery or receipt of any Programme (or similar programmes agreed to be delivered by the Subcontractor on behalf of other further education institutions);

allegations of fraud;

the Subcontractor being issued with a notice for financial management and control;

the Subcontractor being issued with a notice to improve, additional conditions of funding or additional contractual obligations in relation to minimum quality standards for 19+ education and training;

the Subcontractor has significantly undelivered against its contract value in previous years; or

the Subcontractor has been or is subject to an investigation for breach of contract and/or failed audit.

Any incidents of current or historic irregular financial or delivery activity may result in a reduction of the Price (in accordance with clause 4.8) or the termination of this Agreement (in accordance with clause 17.1), at the Main Provider’s sole discretion.

The Subcontractor shall upon the reasonable written request of the Main Provider promptly provide all information or documentation requested by the Main Provider to enable the Main Provider to complete the Subcontractor Declaration and its ILR return.

The Subcontractor acknowledges that the Main Provider is required to undertake due diligence checks on the Subcontractor prior to the commencement of this Agreement as well as on an annual/ongoing basis in line with the Funding Rules. In particular the Main Provider must review the circumstances and criteria set out within the Department’s "Funding higher risk organisations and subcontractors policy”. The Main Provider may share the results of these checks with the Department. The Subcontractor shall provide all such information promptly and co-operate fully with the Main Provider in order for the Main Provider to do this. The Subcontractor shall continue to meet the due diligence requirements set out in the Funding Rules for the duration of this Agreement in accordance with the requirements of the Department and shall notify the Main Provider immediately of any changes within its business which might impact the Subcontractor’s ability to meet these requirements. The Subcontractor acknowledges that the Main Provider may terminate this Agreement in accordance with clause 17 if the Subcontractor does not continue to meet the required due diligence and financial health requirements/standards set out in the Funding Rules.

The Subcontractor shall immediately notify the Main Provider if it has engaged the ‘Funding higher risk organisations and subcontractors’ policy.

The Subcontractor shall use its best endeavours to:

secure enrolments upon Programme(s) meeting the Learner enrolment profile set out in Schedule 4 (where the profile is not met by the Subcontractor, a revised Learner enrolment profile may be substituted by the Main Provider and Schedule 4 amended accordingly);

achieve the key performance indicators as set out in Schedule 4; and

not exceed the maximum number of Learners set out in Schedule 4 unless approved in writing from the Contract Manager.

The Subcontractor shall ensure that Learners and Employers supported through this Agreement know about the Parties’ respective roles and responsibilities in providing learning.

If it is a company, the Subcontractor shall retain "Active" status on the register of companies at Companies House.

The Subcontractor shall not:

enter into contracts with any party other than the Main Provider for the provision of education and/or training services or programmes within a radius of 20 miles of the Main Provider;

have an above average risk warning from a credit agency unless this has been approved in writing by the Main Provider;

pass a resolution (or a court has made an order) to wind up or liquidate the company, or administrators have been appointed; or

have overdue statutory accounts.

The Subcontractor shall deliver the Programme(s) at the Premises only.

The Subcontractor shall deliver the Programme(s) in accordance with the Prevent Duty and shall comply with the duty on partners of a panel in section 38 of the Counter-Terrorism and Security Act 2015 (the Channel co-operation duty).

Where it applies, the Subcontractor must comply with the Safeguarding Vulnerable Groups Act 2006 and must have in place throughout the term of this Agreement policies and procedures to ensure full compliance.

The Subcontractor shall:

comply with the Modern Slavery Act 2015 as may be amended or re-enacted from time to time (the **2015 Act**) with a special emphasis on the anti-slavery and anti-human trafficking provisions;

prepare a slavery and human trafficking statement in accordance with section 54 of the 2015 Act;

provide such assistance and/or information to the Main Provider as is required for the Main Provider to comply with its obligations under section 54 of the 2015 Act; and

Comply with any guidance issued by the Secretary of State in accordance with sections 54(9)-(10) of the 2015 Act.

If the Programme(s) relate to apprenticeships, the Subcontractor shall not commence any delivery of the Programme(s) until the Main Provider notifies the Subcontractor that:

it is in receipt of the eligibility declaration from the Employer of each Learner; and

it is in receipt of a training plan relating to the Learner which both complies with the Funding Rules and is acceptable to the Main Provider.

If the Programme(s) relate to apprenticeships, the Subcontractor will assist the Main Provider to find new employment for any Learner who is made redundant and will provide the Main Provider with any records or information required to evidence the Subcontractor’s assistance.

The Main Provider shall provide such parts of the Programme(s) to the Learners as set out in Schedule 9.

The Subcontractor shall use all reasonable endeavours to:

minimise dropout rates and deliver high completion and Achievement rates and appropriate progression;

offer equality of access to learning opportunities and close equality gaps in learning and outcomes;

provide good management and leadership of the learning process; and

deliver value for money and financial probity.

The Subcontractor shall maintain direct centre approval where this is required by any awarding organisation for a Programme. The Subcontractor shall deliver the Programme in line with the qualification specification and guidance set out by the relevant awarding organisation.

If a Regulatory Body requires the Subcontractor to hold approval to deliver a Programme, then the Subcontractor shall maintain that approval.

The Subcontractor shall notify the Main Provider within 2 Working Days:

of any event(s) or circumstance(s) arising in connection with the delivery by the Subcontractor of any of its obligations under this Agreement which could give rise to any Liability, have an adverse effect on the reputation of the Main Provider or the Department or call into question the Subcontractor’s suitability to deliver training to Learners including (but not limited to):

* + - 1. any event(s) or circumstance(s) leading to the death or serious injury of any Learner or other student, learner or apprentice of the Subcontractor;
      2. the commission or suspected commission of any serious criminal offence by any Trainer or any senior officer, employee or agent of the Subcontractor;
      3. ensuring that the provisions of the Computer Misuse Act 1990 are complied with;
      4. not committing a Prohibited Act (as defined in the Accountability Agreement (Colleges)); and
      5. if it is subject to any remedial and/or enforcement action by any awarding organisation.

Subject to clause 2.24, the Main Provider will be entitled to vary at any time:

the parts of the Programme(s) to be delivered by the Main Provider as set out in Schedule 9;

the parts of the Programme(s) to be delivered by the Subcontractor as set out in Schedule 1 and Schedule 4;

the calculation of the Price as set out in Schedule 1; and

any other provision of this Agreement as a consequence of the variations made pursuant to clauses 2.23.1 to 2.23.3,

by giving at least one month’s prior written notice to the Subcontractor. The variation will be effective from the date specified in the notice.

The Parties agree that no variation of this Agreement may be made in accordance with clause 2.23 if such variation would:

increase or decrease the Price by more than [X]%; or

disproportionately increase or decrease the amount of delivery of the Programme(s) by the Subcontractor when compared to the increase or decrease in the Price.

The Subcontractor shall not enter into any form of brokerage, as defined by the Department.

The Subcontractor shall actively promote the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs, and promote principles that support equality of opportunity for all.

The Subcontractor shall immediately notify the Main Provider in writing if the Subcontractor:

is aware of an incident, or pattern of incidents, which undermines the promotion of British fundamental values as referred to in clause 2.26 or the ability of the Main Provider to comply with the Prevent Duty; or

makes a referral of a Trainer for the purposes of determining whether that Trainer should be referred to a panel for the carrying out of an assessment under section 36 of the Counter-Terrorism and Security Act 2015 of the extent to which that individual is vulnerable to being drawn into terrorism.

The Subcontractor shall fund and support Enrolled Learners for the duration of their Programme.

In addition to the other rights of the Main Provider under this Agreement, if the Subcontractor is in breach of this Agreement or the Funding Rules or has committed any act which would constitute a material breach of any relevant agreement between the Main Provider and the Department, the Main Provider may:

require the Subcontractor to participate in a rectification plan; and

take any action as set out in the Funding Rules.

The Subcontractor shall declare to the Main Provider at the start of each funding year the aggregate value of all contracts it holds for delivery funded by or through the Department. The Subcontractor shall immediately declare to the Main Provider any significant change in the aggregate value of all contracts it holds for delivery funded by or through the Department or if the value of those subcontracts will change above or below £100,000 or £500,000.

The Subcontractor shall not use any amount paid to it by the Main Provider under this Agreement for any of the purposes set out in paragraphs 15 and 16 of the Cabinet Office: Guidance for General Grants.

If the Subcontractor wants to appoint and work with a third party, which could include a sports club, only the Main Provider may have a direct contractual relationship with the third party and not the Subcontractor. There must be no financial transactions between the Subcontractor and a third party.

1. DURATION OF THE AGREEMENT

This Agreement will commence on the Commencement Date and, unless terminated earlier in accordance with the terms of this Agreement, continue for an initial period from the Commencement Date ending on 31 July 2026 unless otherwise terminated in accordance with the terms of this Agreement.

1. PAYMENT TERMS

Subject to the Main Provider receiving all necessary paperwork from the Subcontractor and subsequent payment in full from the Department or the Employer (as applicable), the Main Provider will pay to the Subcontractor, by BACS to a bank account nominated by the Subcontractor, such part of the Price due to the Subcontractor as relates to each Programme or fraction of a Programme completed in respect of the preceding Month. Payment shall be made by the Main Provider to the Subcontractor within 30 calendar days of receipt of valid paperwork from the Subcontractor unless Procurement Law requires otherwise. The Main Provider shall have the right in any subsequent Month to withhold, suspend or set off an appropriate proportion of the Price due in the event of non-completion of a Programme or a fraction of a Programme by the Subcontractor in a preceding Month.

The Price will be calculated in accordance with Schedule 1 and is dependent upon the Subcontractor delivering the Programme(s) in accordance with the Funding Rules and otherwise in accordance with this Agreement (including, without limitation, the specific Programme requirements, if any, as set out in Schedule 4).

No payment will be made in relation to the participation in a Programme of any Learner who:

has not been Enrolled in accordance with the provisions relating to enrolment contained in this Agreement and the Administration and Procedural Manual.

is a person considered under the Funding Rules to be fully funded by a source other than the Department or an Employer or is Enrolled on a Programme being taught to individuals funded in such a manner or is or has been funded more than once in relation to the same Programme;

fails to attend for a period of 3 consecutive weeks and/or about whom the Subcontractor is unable to provide evidence of such Attendance upon demand (to the reasonable satisfaction of the Main Provider). In such circumstances the Main Provider may:

* + - 1. consider that the Learner has ceased to participate in the Programme and shall then cease to be required to make any Payments in respect of such a Learner from the date of their last recorded attendance on the Programme; or
      2. suspend the funding in respect of any such Learner until such time as the Subcontractor provides the relevant evidence of attendance;

fails to achieve an Achievement upon which the Funding of the Programme in respect of that Learner is conditional; or

does not comply with the relevant conditions for funding Learners on such Programme.

No payment will be made in relation to a Learner unless the Main Provider has received evidence satisfactory to it to support the making of such payments in accordance with the Funding Rules including, but not limited to, evidence of any relevant Enrolment, Attendance or Achievement by that Learner in accordance with the provisions of this Agreement.

The Main Provider will not be under any obligation to make payment to the Subcontractor in respect of Learners over and above any upper limit on the number of Learners permissible on the Programme(s) or any Payments over and above the maximum Contract Value and maximum Learner numbers which are agreed between the Parties and as set out in Schedule 1 and Schedule 4.

If the Main Provider has paid the Price to the Subcontractor in relation to any Learner who is subsequently deemed by the Department not to be eligible in whole or part for payment of the Funding or the Department considers that the Subcontractor has failed to deliver, the Subcontractor shall fully refund the Main Provider the amount of the Price relating to each ineligible Learner. At the sole discretion of the Main Provider such refund will either be: (i) payable upon demand within 30 days of notice by the Main Provider to the Subcontractor; or (ii) may be deducted by the Main Provider from the Price payable in any subsequent Month.

If the Department or an Employer, for any reason whatsoever refuses or fails to pay the fees of any Learner, the Main Provider shall be under no obligation to pay any part of the Price relating to that Learner to the Subcontractor and any part of the Price relating to the said Learner which has been paid to the Subcontractor by the Main Provider shall be fully refunded to the Main Provider by the Subcontractor in accordance with the repayment provisions set out in clause 4.6 above.

If there is any change to the value of the Funding per Learner to the Main Provider, the Main Provider shall apply the change in Funding to the Price paid to the Subcontractor from the date on which the Funding rate is changed by the Department.

If the Funding Rules require an Employer to make a compulsory contribution to the Funding of a Learner, the Subcontractor must collect these contributions from the Employer. The Subcontractor must provide evidence to the Main Provider of the level of such Employer contributions and that such Employer contributions have been paid to the Subcontractor. If such evidence is not provided to the Main Provider promptly when requested or otherwise in accordance with this Agreement, the Main Provider will be entitled to withhold Funding from the Subcontractor for the relevant Learner(s) until such evidence is provided. For the avoidance of doubt, the Subcontractor is not entitled to suspend any Programme(s) as a result of any Employer contributions being unpaid.

Unless the Main Provider agrees otherwise, the Main Provider shall not be liable to make (or as the case may be to continue to make) Payments of the Price unless a claim by the Subcontractor for an instalment is:

submitted in the form (and with all appropriate supporting documentation) required by the Main Provider from time to time; and

submitted no later than 5 Working Days before the end of each Month in relation to the current Month.

The Subcontractor may not submit more than one claim each Month. The Subcontractor may (and is encouraged to) submit paperwork throughout the Month to evidence any claim.

The Main Provider shall not be obliged to make any payment to the Subcontractor in respect of any Learner unless:

such Learner has been Enrolled on and attended the provision of a Programme for the minimum period prescribed by the Department for that Programme; and

the Main Provider has received Funding in respect of such Learner from the Department or Employer (as applicable).

Any payment of Fees to the Subcontractor by the Main Provider shall be payments on account. Such payments are not a representation by the Main Provider that any Learners in respect of which payment is made are eligible for Funding.

The Main Provider may suspend payment of any part of the Price payable from the time that any audit is notified to the Main Provider in accordance with clause 8.1 until the results of such audit are available for review by the Parties.

Any Programme discounts offered by the Subcontractor to any Employer (or Learner) must be approved in advance by the Main Provider in writing. Such discounts shall be borne by the Main Provider and the Subcontractor equally in proportion to each Party’s share of the income from that Employer (or Learner) on a pro-rated basis, unless otherwise agreed in writing.

1. FUNDING

In order for the Main Provider to comply with its obligations to the Department, to obtain Funding and to give effect to the provisions and the spirit of this Agreement, the Subcontractor agrees that it will cooperate fully with the Main Provider to enable the Main Provider to comply with any requirements of the Department. In particular the Subcontractor shall promptly provide all relevant forms, agreements, applications or other documents which are required by the Main Provider. For the avoidance of doubt, this clause 5.1 will apply to any request made of the Subcontractor by the Main Provider in respect of the collection of tuition fees from co-funded Learners.

The Subcontractor shall ensure it understands the Funding Rules and that the Funding Rules are fully applied by the Subcontractor in undertaking its rights and obligations in this Agreement.

The Subcontractor will not do anything which will cause the Main Provider to be in breach of the Funding Rules.

The Subcontractor shall ensure that none of the Price is used for the funding of an extremist organisation.

The Subcontractor will notify the Main Provider immediately in writing if at any time after a Learner has been Enrolled it becomes aware or suspects that such Learner is considered, in accordance with the Funding Rules, to be funded publicly by a source other than the Department or to be funded by the Department more than once in respect of the same Programme, or to be in any other way ineligible for Funding.

Where required, the Main Provider is responsible for ensuring that each Programme is a programme approved by the Department and the Subcontractor shall comply with any requirements of the Main Provider reasonably necessary to ensure that each Programme is and remains a programme funded by the Department. For the duration of this Agreement the Subcontractor shall not use any Funding to make bids or claims from any European source of funding on its own behalf or on behalf of the Main Provider or Department.

In relation to Learners who began their Programme before the Academic Year commencing in 2023, if the Programme is part funded by ESF funds or if the Funding Rules require it, the Subcontractor must maintain the evidence and audit trail as required by the Funding Rules and provide access to it until at least 31 December 2034.

Any breach of the Funding Rules by the Subcontractor will be deemed to be a fundamental breach of the conditions of this Agreement.

Where the Department identifies duplicate funding in respect of a Programme, or any part thereof, the Subcontractor shall immediately repay the Main Provider an amount equal to such duplicate funding identified and the Main Provider reserves the right to deduct such sums from any monies owed to the Subcontractor in accordance with this Agreement.

The Subcontractor shall avoid any actual or perceived conflict of interest with the Main Provider regarding the Main Provider’s appointment of the Subcontractor. The Subcontractor shall immediately inform the Main Provider should any such conflict arise and the Subcontractor warrants and represents that the information regarding such conflicts which it provided to the Main Provider before entering into this Agreement is complete and accurate.

The Subcontractor warrants that, and shall ensure on an ongoing basis that, no person with a financial interest in the Subcontractor will, on behalf of the Main Provider, undertake any management control activities of the Subcontractor which includes the signing of time sheets or invoices, as well as organising and/or carrying out monitoring activity or visits to check the Subcontractor’s delivery.

The Subcontractor shall treat Learners who are nationals of the European Union (or European Economic Area) countries who are living in the UK and have started their Programme before 31 December 2020 equally to UK residents in accordance with the Funding Rules.

The Subcontractor shall support the Main Provider to cooperate with the Department and the Department for Work and Pensions for the purposes of the Industrial Injuries Disablement Benefit (IIDB) in respect of those Learners to which it applies.

1. PROVISION OF RECORDS AND INFORMATION

Throughout the term of this Agreement, the Subcontractor will keep the following records and information:

a Register of Attendance (or equivalent document approved/provided by the Main Provider and which contains an accurate record of Learner work-based learning and independent study hours) signed or initialled (in electronic or hard copy, as agreed with the Main Provider) by the Learner and the tutor of each session of any Programme;

a record of each scheduled training/assessment session within a Programme that is cancelled if any, and a note setting out in full the reasons for cancellation and the proposed date of the rescheduled training/assessment session;

a written note of each complaint made by a Learner in relation to any aspect of Programme provision (and including complaints made against Trainers or in respect of the quality of the Programme(s) or any part of it, the Premises, health and safety matters, safeguarding, equality or diversity) along with the original (where relevant) of any letter or other document recording or notifying that complaint;

a record of all incidents relating to data protection, health, safety and security including CCTV (where applicable) which occur during provision of the Programme(s);

a record of any other partnership or sub-contracting agreements entered into by the Subcontractor with other education institutions (or directly with the Department, including the names and addresses of any other partners; those current and all others entered into within three years prior to the Commencement Date). The Subcontractor shall notify the Main Provider on each occasion that changes are made to any partnership arrangements, including the termination of any agreement, or the onset of any new or extended agreement, or any person who is an Associate (as defined by section 435 of the Insolvency Act 1986) of the Subcontractor;

a record of the Subcontractor’s estimated success rates and Achievements for that Academic Year against the minimum levels of performance set out in Schedule 4;

a record of the Subcontractor’s average costs per Learner in providing the Programme(s) by comparison to the Price received for each such Learner, such figures to be reported to the Main Provider at the end of each Month within any Academic Year;

a record of the Subcontractor’s intended Programme provision in the next Academic Year (along with appropriate financial information to support the viability of the intended provision). Provision of such an intended Programme does not oblige the Main Provider to enter into, renew or extend any contractual obligations with the Subcontractor;

suitable records as required (including any records reasonably requested by the Main Provider) to allow the Main Provider to adequately assess the performance of the Subcontractor against the Education Inspection Framework published by Ofsted and as amended from time to time or against any other quality or regulatory requirements which apply to the Programme(s);

any pre-contractual information requested by the Main Provider at the beginning of any Academic Year (including any updates or amendments made to policies of the Subcontractor which affect the provision of any Programme);

any information that may be requested by the Main Provider to demonstrate that the provision of any Programme takes account of the local enterprise partnership’s priorities in accordance with the Funding Rules;

any information that will assist the Main Provider’s auditors in the preparation of their annual report and certification of the Main Provider’s sub-contracting arrangements in accordance with the Funding Rules;

if the Programme relates to apprenticeships:

* + - 1. a record of planned and delivered off-the-job training and any supporting evidence required by the Main Provider and, if the original number of planned off-the-job training hours and the actual hours delivered do not align, a summary statement countersigned by the Learner and the Employer and prepared in accordance with the Funding Rules;
      2. if the Learner and the Employer wish to use keeping in touch (KIT) or shared parental leave in touch (SPLIT) days to continue off-the-job training and/or assessment during a period of maternity, adoption or shared parental leave, an agreement countersigned by the Learner and the Employer and prepared in accordance with the Funding Rules;
      3. if the Learner is withdrawn because they have been unable to find a new Employer, a ‘record for part-completion of an apprenticeship’ prepared in accordance with the Funding Rules;
      4. evidence and a copy of the Learner’s apprenticeship agreement and/or contract of employment (as applicable) as required by and in accordance with the Funding Rules;
      5. a copy of the current training plan (which must be separate to the apprenticeship agreement) signed and dated by the Employer and the Learner and prepared in accordance with the Funding Rules, evidence of progress reviews and written confirmation from the Employer that the Learner will be allowed to complete the Programme within their working hours, including any English and Mathematics required;

any other records and information specified elsewhere in this Agreement, including any records and reports received by the Subcontractor from any awarding organisation(s) and as otherwise required by the Funding Rules and Enrolment Guidelines; and

any other records and information as the Main Provider or the Department may from time to time reasonably require the Subcontractor to keep, such requirements to be notified in writing to the Subcontractor.

The Subcontractor shall provide or make available (as the Main Provider shall determine) to the Main Provider (or any of its authorised representatives) or to the Department (or any of its authorised representatives) the information and records referred to in clause 6.1 above at the time and in the format reasonably required by the Main Provider. The Subcontractor shall obtain any consents from third parties to the disclosure of that information to the Main Provider and/or Department, where necessary.

A copy of the note of complaint made by Learners and the other documents referred to in clause 6.1.3 above must be sent by the Subcontractor to the Main Provider as soon as possible after such complaint is made.

The Subcontractor must submit timely returns for starts, Achievement and withdrawals. The Main Provider reserves the right to impose a 5% penalty for late notification or submission or an inaccurate claim or submission.

The Subcontractor shall ensure that Learners have access to a personal online learning platform during their Programme, and where applicable have the capacity to support an E-Portfolio that allows the Learner to select examples of work undertaken during the Programme that showcases their abilities, provides evidence that learning has occurred, and/or proves that learning outcomes have been met. The Subcontractor shall assist the Learner with the creation of their E-Portfolio which may include, without limitation, items such as coursework, assessment work, Achievement of individual learning outcomes, aggregated credit towards awards, evidence of achievement for assessment, planning and reflection, statements about other entries, skills and competences, outcomes of appraisals or interviews, links between entries, entries shared with peers, Trainers or mentors, feedback from peers and other pieces of work, or personal material.

The Subcontractor shall provide a copy of its SAR and quality improvement plan to the Main Provider at the end of each Academic Year which shall evaluate the progress and achievements of Learners during the previous Academic Year and shall set targets for improving Achievement for the next Academic Year. The Subcontractor shall consult the Main Provider during the preparation of the SAR and the Main Provider shall assist the Subcontractor with target setting and shall provide suggestions for improving the Programme for the next Academic Year. The Subcontractor shall maintain at least a grade 2 (as defined by Ofsted) in its SAR.

The Subcontractor shall inform the Main Provider of any conflicts or issues of concern which the Subcontractor may have with any of its partners where such conflicts or issues relate to agreements similar to this Agreement and of any investigation to which the Subcontractor or any such partner may be subject.

All information which shall be provided by the Subcontractor to the Main Provider in accordance or connection with this Agreement shall be obtained, completed and provided truthfully, fully, accurately and promptly and in accordance with the Data Protection Laws.

The Subcontractor shall submit to the Main Provider correctly completed:

Enrolment Paperwork and supporting documentation to the Main Provider as soon as reasonably practicable and in any event no later than 5 Working Days before the end of each Month. Any Enrolment Paperwork and supporting documentation received after this date will not be processed by the Main Provider and the Subcontractor will not be eligible to receive Funding under this Agreement in respect of Learners the subject of such Enrolment Paperwork;

Achievement Evidence and supporting documentation and other paperwork relating to completion of Programme(s) as soon as reasonably practicable and in any event no later than 5 Working Days before the end of each Month. Paperwork received after this time will not be processed by the Main Provider and no completion payment of Funding will be payable in respect of such Programme(s);

Employer invoices and any other paperwork relating to the request of payment by an Employer as soon as reasonably practicable and in any event no later than 5 Working Days before the end of each Month. Paperwork received after this time will not be processed by the Main Provider and no payment of Funding will be payable in respect of such invoices;

if the Learner is an apprentice, appraisal documentation of the Learner’s existing knowledge, skills and behaviours against those required to achieve occupational competence. Where applicable, this must include in the appraisal any knowledge, skills and behaviours gained from:

* + - 1. work experience, particularly where the Learner is an existing employee;
      2. prior education or training and associated qualifications in a related sector subject area; and
      3. any previous apprenticeship undertaken;

review documentation in the form specified by the Main Provider and at such intervals as the Main Provider may require.

In order for the Main Provider to comply with the Subcontracting Standard, the Subcontractor shall provide to the Main Provider at least annually:

* + 1. details of its current ownership and person of significant control;
    2. its current/ latest financial health position;
    3. a review of learning activity delivered, including compliance with the relevant Funding Rules for each Programme; and
    4. confirmation that the Subcontractor’s business continuity / contingency plan remains relevant or has been updated appropriately.

If any Learner does not complete a Programme, then the Subcontractor shall as soon as reasonably practicable and in any event not later than one Month after the date on which the Learner left the Programme, provide the Main Provider with written evidence of the dates on which the Learner participated in any Programme(s) and the date on which the Learner left the Programme(s) and any comments obtained from the Learner as to why the Learner left the Programme(s). Such evidence shall be a Learner review, Learner assessment, record of observation or Register of Attendance in respect of such Learner.

On request, the Subcontractor shall provide to the Main Provider details of the Premises, accommodation and equipment for each site where each Programme is delivered prior to the commencement of the relevant Programme(s).

Where any records or information are required to be sent to the Main Provider in accordance with this clause 6 or any other clause of the Agreement, such records or information must (unless otherwise stated in this Agreement or by written notice from the Main Provider to the Subcontractor) be sent to the address and for the attention of the person specified in clause 30 below.

The Subcontractor warrants that all information provided or made available to the Main Provider and/or the Department pursuant to this clause 6 or any other clause of the Agreement will be true and accurate.

The Subcontractor further warrants that all information and representations regarding the Subcontractor's past experience and other matters which were disclosed to the Main Provider in order to enable the Main Provider to assess whether to enter into this Agreement (including, without limitation, references provided by the Subcontractor, details of the Subcontractor’s past experience and the results of a quality audit, all of which information the Subcontractor acknowledges was relied on by the Main Provider) were true and accurate in all material respects and that nothing which would reasonably be likely to alter the Main Provider's decision to enter into this Agreement was withheld or misrepresented. The Subcontractor has a continuing obligation to inform the Main Provider of any changes to the information and/or representations referred to in this clause 6.15 that may reasonably influence the Main Provider in deciding whether or not to continue with and/or review this Agreement.

The Subcontractor acknowledges that the Main Provider may apply to a credit reference agency or other relevant body in order to carry out financial checks on the Subcontractor.

The Subcontractor shall use its reasonable endeavours to procure the provision of information from Employers when such information is requested by the Main Provider or the Department.

The Subcontractor shall use its reasonable endeavours to contribute to the preparation of the Main Provider’s Employer Engagement Strategy from time to time.

The Subcontractor shall confirm to the Main Provider if it has entered into any agreement(s) with any other college(s) or training provider(s) and whether this Agreement is the "most valuable" to it. The "most valuable" agreement shall be the agreement which delivers the highest total amount of funding to the Subcontractor. If this Agreement is the "most valuable", the Main Provider recognises it may have additional responsibilities in accordance with the Funding Rules from time to time. The Subcontractor shall confirm to the Main Provider the volume and value of any of the above agreement(s) on a regular basis. The Subcontractor acknowledges that the Main Provider has an obligation to the Department to ensure that Funding is only drawn in respect of a particular Learner through one lead provider and the Subcontractor shall not put the Main Provider in breach of this obligation.

The Subcontractor shall immediately inform the Main Provider of any Subcontractor “Insolvency Event” as defined in the Department’s Accountability Agreement (Colleges).

All documents to be provided by the Subcontractor to the Main Provider in accordance with this Agreement shall be original and not copy documents except in respect of Learner achievement certificates in respect of which copy documents will be accepted by the Main Provider provided the Subcontractor certifies in writing that it has had sight of the original certificate to which the copy relates and that each copy is a true and complete copy of the original.

1. CONTROL OF THE PROGRAMME(S)

The Subcontractor acknowledges that the Main Provider has obligations to the Department for the actions of the Subcontractor relating to the Programme(s) and for that reason the Main Provider is at all times to be in control of all aspects of the Programme(s). The Subcontractor will comply with and implement at no cost to the Main Provider the Main Provider's reasonable requests in respect of (i) any aspect of the Programme(s) and (ii) any request by the Main Provider in respect of any aspect of the Programme(s) if required to comply with any direction or other requirement of the Department or any Regulatory Body. Without prejudice to the generality of the foregoing, the Subcontractor shall comply with the Main Provider’s policies and procedures as applicable to Learners.

* 1. Marketing

The Subcontractor is responsible for the promotion, advertising and marketing of the Programme(s), at its own expense and in compliance with Data Protection Laws.

All promotional material referring to the Main Provider must be approved in writing by the Main Provider, before it is published. Without prejudice to the generality of the foregoing, promotional material will not be approved unless it clearly and accurately specifies the nature of the relationship of the Subcontractor and Main Provider, and does not represent the Subcontractor as being part of the Main Provider.

* 1. Enrolment

The Subcontractor must co-operate fully with the Main Provider to enable the Main Provider to communicate freely with the Learners and to allow the Learners to take advantage of the Main Provider’s facilities, including but not limited to any courses offered by the Main Provider. In particular, the Subcontractor must give to each Learner, as part of the Enrolment process, a copy of the Main Provider’s Learner Handbook (or equivalent document), and must provide a copy of the Main Provider’s Equal Opportunities Policy and Safeguarding Policy (or equivalent document) to any Learner who requests it, whether before they are Enrolled or at any time thereafter.

Once the Subcontractor has received details of a potential Learner, the Subcontractor shall send the Main Provider the Enrolment Paperwork and any other relevant documentation and make such other arrangements as deemed necessary in the reasonable opinion of the Main Provider for the Main Provider to determine the Learner’s eligibility for Enrolment. Subject to the Main Provider giving express written permission to the Subcontractor, the Learner will be Enrolled as a Learner of the Main Provider by the Subcontractor. This documentation must include an enrolment form which must include the Main Provider’s name and logo. The Subcontractor acknowledges that it is not the Main Provider's agent for the purpose of Enrolment and the decision as to whether a person is eligible to be enrolled as a Learner is for the Main Provider alone (in its sole and absolute discretion). The Main Provider alone has the right to suspend or expel any Learner as if the Learner were taught on the Main Provider’s own site.

The Main Provider may, in its absolute discretion, from time to time allow the Subcontractor to select potential Learners, for consideration in accordance with the process set out in clause 7.3.3 above without prejudice to the Main Provider's right to accept or reject persons for Enrolment as Learners as it sees fit and the Subcontractor shall inform potential Learners that this is the case.

The initial guidance and assessment of Learners and potential Learners shall be carried out by the Subcontractor in accordance with the Funding Rules. The Main Provider may, in its absolute discretion, from time to time carry out such initial guidance and assessment of Learners and potential Learners. The Main Provider shall specify the form which the initial guidance and assessment shall take, including the form of the Learning Agreement which shall be entered into at that time and which shall comply with the Funding Rules. The terms of the Learning Agreement shall form part of the specification of the Programme(s).

The Subcontractor shall not make any representation to any potential Learner about their eligibility, likelihood of becoming Enrolled or any conditions regarding Enrolment save as expressly authorised by the Main Provider.

The Subcontractor shall procure that the Learner signs a Learning Agreement (which must include the Main Provider’s name and logo and be in a form provided by the Main Provider) at the time of being Enrolled. The Learning Agreement must reflect the outcome of initial guidance and assessment as well as setting out the relevant Programme and any learning support to be provided to the Learner.

Unless the Main Provider is the awarding organisation, it shall be the responsibility of the Subcontractor to register Learners with the relevant awarding organisation for the Programme(s).

Unless the Main Provider is the awarding organisation, it shall be the responsibility of the Subcontractor to apply to the relevant awarding organisation for certificates for Qualifications for Learners who have successfully completed their Programme.

The Subcontractor shall supply the Main Provider with evidence in respect of compliance with clauses 7.3.6 and 7.3.8.

This provision will be useful where, due to ASF allocations, a Main Provider will not wish to ‘use up’ allocations in another LEP Area. If this contract is for non-devolved delivery, you may delete 7.3.10. Or you may not even need the protection anyway. [The Subcontractor agrees that:

* + - 1. a minimum of [XX]% of Learners enrolled under this Agreement will be resident in the area covered by the [INSERT] Local Enterprise Partnership (**LEP Area**); and
      2. save for the Learners resident in the LEP Area, no Learners Enrolled under this Agreement may be resident in an area in which adult education has been devolved to a local Combined Authority or the Mayor of London or an area which has been identified for adult education devolution from time to time.
  1. Provision

**Trainer Approval**

The Subcontractor shall use suitably qualified Trainers to deliver the Programme(s).

The Subcontractor shall, at least 20 Working Days before the date on which the Subcontractor first delivers any of the Programme(s), give the Main Provider a written list of the names and addresses of all Trainers who it expects may deliver the Programme(s), confirming each is an employee of the Subcontractor, each Trainer is paid through the Subcontractor’s PAYE scheme, which Programme(s) each Trainer will be delivering and giving such other particulars as the Main Provider may require, including but not limited to evidence of the employment relationship between the Subcontractor and the Trainer. For the avoidance of doubt, self-employed Trainers shall only be used in exceptional circumstances. The Subcontractor must obtain written consent from the Main Provider and demonstrate that the contracts issued to Trainers contain all the relevant terms from this Agreement to ensure full compliance with the Funding Rules.

The Subcontractor shall ensure that all Trainers working on a Programme receive at least the UK Living Wage and for those based in Greater London, the London Living Wage.

The Subcontractor shall use its reasonable endeavours to update the information referred to in clause 7.4.2 as and when any Trainer is replaced and not less than 20 Working Days before the date on which the Trainer will deliver the Programme(s). Where it is not reasonably practicable (for whatever reason) to provide some or all of the information referred to in clause 7.4.2 within the required timescale, the Subcontractor shall ensure that any outstanding information is provided as soon as practicable and such a person may nonetheless be entitled to deliver the Programme(s), provided always that the Subcontractor shall ensure that any such Trainer is accompanied at all times in the performance of the Programme(s) and whilst on the Premises by a Trainer who has been approved by the Main Provider after being properly notified to the Main Provider in accordance with the terms of clause 7.4.2 and is a Trainer in respect of whom checks have been made with the Disclosure and Barring Service and provided to the Main Provider in accordance with this clause 7.

The Main Provider reserves the right to refuse to grant approval of any Trainer notified to it in accordance with clause 7.4.2 for any reason in its absolute discretion, including if, in the opinion of the Main Provider, the Trainer presents a risk to themselves or any Learner. The decision of the Main Provider on whether any person is to be refused approval to deliver the Programme(s) shall be final and conclusive and the Main Provider shall not be obliged to give reasons for its decision.

If any Trainer is replaced, the Subcontractor shall ensure that an effective handover is carried out.

The Subcontractor shall procure that all Trainers obey the reasonable instructions of the Main Provider in respect of the Programme(s) and participate in any induction training the Main Provider feels is reasonably required from time to time.

**Conduct of Trainers**

The Subcontractor shall procure that Trainers comply with the Main Provider’s policies from time to time relating to the conduct of staff and security arrangements. The Main Provider (acting reasonably) may:

* + - 1. instruct the Subcontractor that disciplinary action is taken against any Trainer (in accordance with the terms and conditions of employment of the Trainer concerned) where such Trainer engages in misconduct or is incompetent or negligent in their duties (in which case the Main Provider shall co-operate with any disciplinary proceedings and shall be advised in writing of the outcome); or
      2. where the Main Provider has reasonable grounds for considering that the presence or conduct of a Trainer at any location relevant to the performance of the Programme(s) is undesirable, require the exclusion of the relevant Trainer from that place.

The Subcontractor shall set up and maintain personnel policies and procedures covering all relevant matters (including discipline, grievance, equal opportunities and health and safety). The Subcontractor must ensure that the terms and implementation of such policies and procedures comply with relevant laws and good industry practice and that they are published in written form. The Subcontractor must provide copies of such policies to the Main Provider, on the Main Provider’s request.

**Safeguarding Responsibilities**

The Subcontractor shall procure that (where lawful under Data Protection Laws) before any Trainer begins to deliver any of the Programme(s):

* + - 1. each Trainer is questioned as to whether they have any Convictions or ASBOs or any other punishment for antisocial behaviour order (such as a civil injunction, community protection notice or criminal behaviour order);
      2. the results of a check of the most extensive available with the Disclosure and Barring Service are obtained in respect of each Trainer;
      3. if the Disclosure and Barring Service is in the process of issuing the DBS certificate, the Subcontractor completes and submits a risk assessment form to the Main Provider;
      4. each Trainer has the necessary qualifications, and necessary and relevant experience, to enable them to properly deliver the Programme(s); and
      5. a copy of the results of such checks as are referred to in clause 7.4.10.2 and 7.4.10.4 are notified to the Main Provider.

If the Subcontractor believes that, having regard to the Trainer’s role, less extensive checks are required under clause 7.4.10, it will notify the Main Provider in advance and seek their agreement to proceed in this way.

The Subcontractor shall procure that no person who appears on a Barred List following the results of a Disclosure and Barring Service check shall be employed or engaged in the delivery of any Programme(s).

The Subcontractor shall procure that no person who discloses any Convictions or ASBOs, or who is found to have any Convictions following the results of a Disclosure and Barring Service check, is employed or engaged in the delivery of any Programme(s) without the Main Provider’s prior written consent (such consent not to be unreasonably withheld or delayed).

The Subcontractor shall procure that the Main Provider is kept advised at all times of any Trainer who, subsequent to their commencement of employment as a Trainer, receives a Conviction or ASBO or whose previous Convictions or ASBOs become known to the Subcontractor. If any Trainer is subsequently added to a Barred List, the Subcontractor shall procure that such Trainer immediately ceases to be engaged in the delivery of the Programme(s).

The Subcontractor shall comply with the safeguarding obligations set out in the Main Provider’s funding agreement with the Department and shall ensure that any background checks (including DBS checks) required for Trainers either under this Agreement or the Funding Rules are refreshed at least every 3 years.

The Subcontractor will require its Trainers and relevant personnel handling Learner information to declare annually whether there has been a change in their circumstances relating to the background checks referred to in clause 7.4.10. Where there is a change in circumstances, the Subcontractor will immediately inform the Main Provider. The Subcontractor acknowledges that where a self-declaration indicates a change in circumstances relating to those background checks, the Main Provider may request updated checks on the relevant Trainer and implement extra safeguarding measures in order to comply with the Main Provider’s obligations under the Funding Rules.

The Subcontractor will comply with all reporting requirements to the Disclosure and Barring Service.

The Subcontractor shall immediately notify the Main Provider in writing in the following circumstances so that the Main Provider can notify the Department as applicable under the Funding Rules:

* + - 1. a safeguarding concern related to sexual violence; or
      2. an allegation of abuse made against a Trainer.

The Subcontractor shall ensure that appropriate arrangements are in place for the initial and ongoing development and training of the Trainers (including the completion by each Trainer of the Main Provider’s mandatory training modules including Child Protection, Equality and Diversity and Data Protection (or other equivalent modules) within one Month of the date of this Agreement or, in respect of a Trainer employed by the Subcontractor following the date of this Agreement, within one Month of the commencement of that Trainer’s employment by the Subcontractor) and shall make such information available concerning the Trainers, their qualifications and arrangements for their development as the Main Provider shall reasonably require and shall inform the Main Provider in writing as soon as reasonably practicable of any changes to any Trainer(s). The Subcontractor agrees to comply with any reasonable instructions of the Main Provider requiring additional training/development of any Trainer involved in the delivery of the Programme(s).

The Subcontractor must not employ or engage, or continue to employ or engage, any person who is subject to a prohibition order made under section 141B of the Education Act 2002, or an interim prohibition order made under regulation 14 of the Teachers’ Disciplinary (England) Regulations 2012, to carry out teaching work (as defined in regulation 3 of the Teachers’ Disciplinary (England) Regulations 2012), in respect of any Learners under the age of 19 and High Needs Learners aged 19 to 25 (as if those Learners were pupils for the purposes of the definition of teaching work in regulation 3 of the Teachers’ Disciplinary (England) Regulations 2012). The Subcontractor shall comply with all applicable obligations under the Department’s guidance document "Keeping Children Safe in Education".

**Learners and Quality**

The Subcontractor acknowledges that, whilst they are receiving a Programme, Learners are subject to the rules of the Main Provider, including the Main Provider’s disciplinary rules. The Subcontractor in particular undertakes that it will comply with such rules and no Learner who makes a complaint to the Main Provider relating to a Programme shall suffer any disadvantage as a result.

The Subcontractor shall ensure that all Learners are aware of:

* + - 1. their status as Learners of the Main Provider;
      2. the fact that they are subject to the rules of the Main Provider including the disciplinary rules from time to time (copies of which are available upon request);
      3. the fact that they are subject to the terms of the Learning Agreement and the Main Provider’s enrolment conditions;
      4. their right to complain to the Main Provider about any aspect of a Programme;
      5. how such a complaint may be made; and
      6. the fact that complaints made in good faith cannot lead to action being taken against the Learner by the Subcontractor.

Learners Enrolled through the Main Provider by the Subcontractor cannot be Enrolled elsewhere on any other Government funded programme with another provider if this contravenes funding or eligibility guidelines.

The Subcontractor acknowledges that the Main Provider shall be entitled to expel, suspend or otherwise discipline any Learner in accordance with the Main Provider’s policies, procedures, rules and codes of conduct.

The Subcontractor must deliver the Programme(s) in accordance with the Quality Principles and Policies as notified to the Subcontractor from time to time.

The Subcontractor must co-operate fully with the Main Provider and any third party undertaking an external verification visit during the course of and following such visit.

The Subcontractor shall adhere to all systems, processes and procedures implemented by the Main Provider which the Subcontractor is obliged to follow under the terms of this Agreement at all times in order to support the Main Provider’s objective of complying with the Quality Principles and Policies.

If at any time the Subcontractor has not, in the Main Provider's reasonable opinion, complied with the Quality Principles and Policies, then the Main Provider will notify the Subcontractor in writing of that non-compliance and give reasons for its opinion. The Subcontractor will then have an opportunity to remedy the non-compliance provided that if, within a reasonable time and in any event within 14 days (or such longer period as the Main Provider may specify in writing) after receiving notice from the Main Provider, the Subcontractor has not remedied the failure to the Main Provider's reasonable satisfaction, the Main Provider will be entitled to terminate this Agreement immediately upon written notice to the Subcontractor. If the Agreement is terminated in accordance with this clause then the provisions as to the consequences of termination as set out this Agreement at clause 18 will apply.

* 1. Assessment

Where required by the Main Provider, the Subcontractor shall carry out an assessment of Learners in respect of their progress on the Programme(s), or more generally. All aspects of the assessment of the Learners by the Subcontractor shall be carried out in accordance with the requirements of any relevant awarding organisation and any directions given from time to time by the Main Provider. The Main Provider shall have the right to carry out any such assessments, or any part of such assessments, itself, or to delegate such assessments or any part thereof to the relevant staff of the Subcontractor.

* 1. Warranty and undertaking

The Subcontractor warrants and undertakes on a continuing basis to the Main Provider that it will perform its obligations under this Agreement to such high standards of quality as it is reasonable for the Main Provider to expect in all the circumstances.

The Subcontractor warrants and undertakes that it has and will continue to have the resources and skills necessary to carry out its obligations pursuant to this Agreement.

The Subcontractor warrants that it has and will have on a continuing basis the right to pass all records, information and personal data to the Main Provider in compliance with its obligations under Data Protection Laws as envisaged by this Agreement for the Main Provider to use accordingly.

* 1. Additional Services

The Main Provider may from time to time decide that it requires Additional Services to be carried out to ensure the success of a Programme. In such circumstances the Main Provider shall notify the Subcontractor of its proposal for Additional Services in writing to the person nominated in clause 30.1.

Both Parties agree to meet to discuss any such proposal in good faith within 20 days of the receipt by the Subcontractor of the notice referred to in clause 7.7.1.

For the avoidance of doubt, any charges for Additional Services imposed by the Main Provider and agreed by the Subcontractor shall be separate from and in addition to the Price under this Agreement.

Details of any agreed Additional Services at the date of this Agreement are set out in Schedule 8 and the Parties agree that any Additional Services agreed after the Commencement Date and during the term of this Agreement shall be recorded in Schedule 8 as soon as reasonably possible and in any event before the commencement of those Additional Services by way of an agreed written variation of that Schedule. Both Parties agree to act in good faith at all times for the purposes of complying with this clause 7.7.

1. MONITORING, AUDITING AND COMPLIANCE

The Subcontractor acknowledges that the Main Provider is required by the Funding Rules to carry out a regular and substantial programme of quality assurance checks on the education and training delivered by the Subcontractor, and acknowledges that such monitoring may be with or without reasonable prior notice from the Main Provider. The Subcontractor will allow and facilitate any authorised representative (including an auditor) of the Main Provider and/or the Department, the Secretary of State and their agents, any awarding organisation for any Qualification, the Department for Work and Pensions, the National Audit Office, Representatives of the European Commission and the European Court of Auditors, the Audit Commission and the Inspectorate (in respect of each and any such body reference to them shall include any successor entities of any of them):

to attend during the provision of any part of a Programme, or during any activity relating to the provision of a Programme; and

access to Premises and every part of any premises where training/assessment is or has been delivered by the Subcontractor; and

access to records, documentation (regardless of media or format) or facilities used in or for the provision or in connection with any part of a Programme or in respect of any Learner in order to confirm eligibility; and

to speak to any Learner, Employer or Trainer (including on a face to face basis) as requested by the Main Provider,

for the purposes of: auditing, monitoring and/or ensuring compliance with this Agreement; checking the quality, performance, and provision of the Programme(s); checking the welfare of the Learners and any other related reason; enabling the Main Provider to give directions to the Subcontractor under clause 7.1 above; monitoring the standard of any part of the Programme(s) and the way in which it is provided; ensuring that (where applicable) all Learners have access to free and funded education and training including but not limited to information and access to 16 to 19 bursary and other student support funding, information, advice and guidance; and/or conducting an audit of the Subcontractor's management and/or financial procedures and controls.

The Main Provider may organise such external verification visits during the term of this Agreement as it in its sole discretion sees fit. The Subcontractor shall, at the request of the Main Provider, procure that such of its staff as specified by the Main Provider attend such external verification visits.

The Subcontractor shall operate and annually review its policies and procedures in relation to equal opportunities, health and safety, and safeguarding and shall ensure that they are the same as, or comparable to, those operated by the Main Provider and shall make them (and any changes to them) available to the Main Provider.

In the event that the Subcontractor does not have in place a suitable health and safety policy, equality and diversity policy or safeguarding policy at the Commencement Date, the Subcontractor shall inform the Main Provider and shall adopt and apply the Main Provider’s relevant policies in respect of the provision of the Programme(s) and in all dealings with Learners.

Upon request, the Subcontractor shall provide the Main Provider with a copy of all materials, including but not limited to Programme Materials, used by the Subcontractor in the provision of the Programme(s) in order that the Main Provider may assess the quality and suitability of such materials. The Subcontractor shall comply with all requests made by the Main Provider to amend such material to ensure compliance with the Main Provider’s Quality Principles and Policies.

The Main Provider may appoint an independent third party to monitor the quality control systems of the Subcontractor to assess the Subcontractor’s compliance with the minimum requirements of each awarding organisation relevant to the provision of the Programme(s).

Each Party shall appoint a Contract Manager to co-ordinate and manage the day-to-day liaison required by this Agreement and to attend meetings in accordance with Schedule 7, and shall promptly notify the other of the relevant details of their Contract Manager and of any changes to such details.

The Subcontractor’s Contract Manager shall co-operate with the Main Provider’s Contract Manager to ensure that the Programme(s) are delivered in accordance with this Agreement, that quality standards are maintained, and that reports and other information required under the Agreement are provided promptly. If the Main Provider decides that further detail is required about the respective responsibilities of each Party’s Contract Manager, in addition to the detail in this Agreement, then the Parties shall create a ‘joint statement of intent’ or similar document which will be subject to the approval of the Main Provider.

The Subcontractor shall inform the Main Provider as soon as it becomes aware that it is being or will be inspected by Ofsted.

The Subcontractor shall during the term of this Agreement and for a period of six years afterwards, or such other time period as required by the Department, fully co-operate with any enquiry, investigation or inspection (whether routine or specific) which in any way concerns, affects or relates to the services delivered in accordance with this Agreement, or any sum claimed or charged in relation to this Agreement or to any other agreement of the Department. Such enquiry, investigation or inspection may be by, without limitation:

the Department;

the Department’s auditors (whether internal or external);

Regulatory Bodies; and/or

the Inspectorates.

The co-operation required by clause 8.10 will include (but not be limited to) the following:

providing access to or copies of such files, documents, letters, emails, notes, minutes, records, accounts or any other information (whether held or stored electronically, in hard copy format or otherwise) which relate to the subject or part of this Agreement (in whole or in part) under investigation;

providing access to the Premises, equipment (including IT hardware and software) or other assets used by the Subcontractor in the performance of this Agreement, such access to be supervised at all times unless the nature of the investigation requires the body defined at clause 8.10 to be unsupervised;

providing access to Subcontractor’s personnel (of whatever seniority) involved in this Agreement (including managerial or supervisory staff) or who may be the subject of, or be named in, any enquiry or investigation by body defined at clause 8.10 (including providing suitable facilities for interviewing such staff);

maintaining the confidentiality of the enquiry or investigation when requested to do so;

making such explanations (whether written or oral) as may be necessary for the enquiry or investigation to be satisfied that the terms and conditions of this Agreement, the Funding Rules and the law are being complied with;

at all times and without notice allow access by body defined at clause 8.10, in connection with any complaint, investigation or inspection relating to this Agreement. This access will extend to the Premises and to all documentation and information relating to this Agreement to which the Subcontractor has (and/or is required by the Funding Rules to have) access and to the Subcontractor's Trainers, agents, employees and relevant personnel.

Where the Department has undertaken an investigation or received a report from an independent accountant or otherwise, in relation to the Main Provider or the Subcontractor, the Main Provider may, as a consequence of that investigation or report, require the Subcontractor to, and the Subcontractor will, accept and comply with additional contractual obligations and will meet the cost of such investigation.

Where the Subcontractor fails to comply with the contractual obligations imposed under clause 8.12, within such time as the Main Provider deems reasonable, the Main Provider may take such actions as it deems appropriate which may include, but are not limited to, termination of this Agreement.

The Subcontractor will, if requested by the Main Provider or Department (as applicable), co-operate with the Department at its own expense, in connection with any legal proceedings, adjudication, arbitration, court proceedings or ombudsmen enquiries in which the Department may become involved, arising from breaches of the Department’s duties under the equalities legislation due to the alleged acts or omissions of the Subcontractor, its employees, sub-contractors or agents.

The Subcontractor shall upon request provide the Main Provider with full access to the relevant area of any systems of the Subcontractor or its subcontractors where the Department’s data is stored or held for the purpose of viewing, retrieving, copying or otherwise dealing with the Department’s data.

The Subcontractor shall comply with the obligations on it and the Main Provider set out in the "Security and Department Policies" schedule to the Accountability Agreement (Colleges) and all policies referred to in that schedule.

If the Main Provider decides that more detail is required about the performance management of the Subcontractor, in addition to the detail in this Agreement, then the Main Provider will provide to the Subcontractor a performance management framework. The Subcontractor shall comply with that performance management framework.

1. HEALTH AND SAFETY

The Subcontractor is responsible for completing health and safety checks and monitoring visits of the Premises and/or of any delivery location(s) for each Programme (including the premises of any Employer). Checks must be made by a member of staff who has an appropriate Institution of Occupational Safety and Health qualification (or equivalent). The Subcontractor shall notify the Main Provider of the identity of this qualified member of staff and provide evidence of their qualifications upon reasonable notice from the Main Provider. Copies of all relevant health and safety documentation must be made available to the Main Provider for the duration of this Agreement.

The Subcontractor will notify the Main Provider immediately upon the occurrence of any of the following:

any incident (including, without limitation, any breach of the Main Provider’s health and safety policies) which may need to be notified by the Subcontractor to its insurers to enable the Main Provider to bring a claim under any of its insurance policies; and

any injury to any person or any loss of or damage to property which occurred during the provision of any part of a Programme or on any premises where a Programme is or has been held or in circumstances where there is any possibility that the Subcontractor and/or the Main Provider may be liable, wholly or partly, for such injury, loss or damage.

For the avoidance of doubt, any event to be notified to the Main Provider pursuant to this clause 9.2 must be notified to the Main Provider by the quickest means possible in the circumstances and must be followed up as soon as possible by written notice to the Main Provider setting out in full all relevant details and parties.

The Subcontractor will comply with all applicable legal requirements relating to health and safety at the Premises and/or the provision of the Programme(s) by the Subcontractor. The Subcontractor will continue to have this Liability irrespective of any health and safety inspection which the Main Provider may have made at the Premises from time to time.

The Subcontractor will comply with the obligations set out in Schedule 2 in relation to health and safety and with any reasonable additional directions issued by the Main Provider in writing to the Subcontractor from time to time.

The Subcontractor will ensure that the Programme(s) are delivered in safe, healthy and supportive environments, which meet the needs of Learners.

Where the Subcontractor provides residential accommodation for Learners, the Subcontractor must inform the Main Provider of this provision so that the Main Provider can inform the Department and comply with its obligations in accordance with the Funding Rules.

The Subcontractor will monitor, and act on, any other harm to Learners to the extent that the Subcontractor could reasonably be expected to do so and/or where the harm could affect the quality of the learning experience. Harm includes (but is not limited to) incidents that cause absence from learning, any loss to the Learner of any physical or mental faculty or any disfigurement and incidents of bullying and harassment.

1. SPECIFIC LEARNER INCIDENT REPORTING REQUIREMENTS

The Subcontractor shall inform the Main Provider and the appropriate enforcing authority of any injuries to or diseases contracted by Learners within the scope of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 and fatal road traffic accidents. This shall be done by:

in the case of fatal accidents and "major injuries" (as defined in RIDDOR) - informing the Main Provider by telephone or email immediately the Subcontractor becomes aware of the event; and

all RIDDOR events - sending to the Main Provider a completed Learner incident record form within 10 days of the Subcontractor becoming aware of the event.

The Subcontractor shall investigate or assess the circumstances of all Learner incidents within the scope of RIDDOR and all current guidance issued by the Health and Safety Executive from time to time. The Subcontractor shall only use persons competent to investigate/assess Learner incidents with a view to identifying the causes of any incident and lessons to be learned.

The Subcontractor shall also monitor, and act on, any other harm to Learners to the extent that the Subcontractor could reasonably be expected to do so and/or where the harm could affect the quality of the learning experience. Harm includes (but is not limited to) other incidents that cause absence from learning, any loss to the Learner of any physical or mental faculty or any disfigurement, incidents of bullying and harassment.

The Subcontractor shall co-operate with the Main Provider for the purposes of the Analogous Industrial Injuries Scheme in respect to those Learners to whom it applies.

1. LIABILITY

Without prejudice to any other provision of this Agreement or any other rights which the Main Provider may have, the Subcontractor will indemnify and keep indemnified the Main Provider, its servants and employees fully in respect of any Liability which arises as a direct or indirect result of any act or omission on the part of the Subcontractor or its employees or agents (including, without limitation, any non-compliance with health and safety legislation), any breach of this Agreement or any claim by any Learner against the Main Provider except to the extent that such Liability is due to a negligent act or omission or wilful default on the part of the Main Provider.

Neither Party excludes or limits its liability (if any) to the other:

for personal injury or death resulting from its negligence;

for fraud or fraudulent misrepresentation and any matter for which it is not permitted by law to exclude or limit its liability;

for an obligation to pay fees under this Agreement; and

for breach of the Intellectual Property Rights of a third party.

Except as provided under clause 11.2, notwithstanding anything else contained in this Agreement, the aggregate liability of the Main Provider to the Subcontractor whether in contract, tort (including negligence), breach of statutory duty, restitution or otherwise will be limited to the amount of the Price which has been paid by the Main Provider to the Subcontractor in the then current Academic Year.

1. INSURANCE

The Subcontractor will maintain adequate public and employer liability, third party and occupier's liability insurance with a minimum cover per claim as specified in Schedule 6 and any other insurance it may be required by law to hold.

The Subcontractor will maintain adequate insurance to cover the risks specified in Schedule 6. Such insurance will be taken out with a minimum cover per claim as specified in Schedule 6.

The Subcontractor will, upon request by the Main Provider, immediately produce to the Main Provider a certified copy of all its insurance policies taken out pursuant to this Agreement and satisfactory evidence that all premiums under such policies are paid to date.

1. CO-OPERATION AND REPUTATION

The Main Provider and the Subcontractor agree to use their respective reasonable endeavours to have monthly developmental meetings in accordance with Schedule 7 in order to discuss any matters arising from this Agreement and the provision of the Programme(s).

The Subcontractor acknowledges that as Learners will be Enrolled with the Main Provider, the Main Provider's reputation is at stake and, accordingly, the Subcontractor agrees that:

it will not do anything which brings the reputation of the Main Provider into disrepute or which is calculated or which is reasonably likely to bring the reputation of the Main Provider into disrepute;

it will deliver the Programme(s) in accordance with current best working practice subject always to the Main Provider's right to direct how the Programme(s) will be delivered;

it will do everything it reasonably can to promote the name and reputation of the Main Provider;

it will comply with all requirements of the Main Provider notified to it from time to time in relation to the delivery of the Programme(s) or any part of it;

it will not assign or purport to assign any of its rights under this Agreement nor sub-contract to any third party any part of the provision of the Programme(s);

it will not make any statement or comment to the press or other media outlets relating to any of its obligations under this Agreement, the Learners or the Programme(s) without the prior written consent of the Main Provider to the content and format of the proposed statement/comment; and

it will not do or fail to do anything which materially prejudices or is likely to materially prejudice the ability of the Subcontractor to comply with the terms of this Agreement.

In return for the Subcontractor delivering the Programme(s) in accordance with the terms of this Agreement the Main Provider agrees that it will provide the Subcontractor with such reasonable support and assistance as the Subcontractor reasonably requests from time to time provided that, for the avoidance of doubt, the Main Provider will not be obliged to the Subcontractor to provide staff to run or to assist in the provision of any part of the Programme(s) due to the unavailability of Trainers or for any other reason.

The Subcontractor recognises that the Main Provider may be subject to regulatory obligations. For example, if the Main Provider is registered with the Office for Students, it will have reporting, monitoring and compliance obligations, particularly around its conditions of registration and its approach to instances of harassment and sexual misconduct. The Subcontractor will not put the Main Provider in breach of any regulatory obligations of which it is notified and the Subcontractor will take reasonable steps to support to the Main Provider to comply with any relevant regulatory obligations.

1. CERTIFICATION OF ACHIEVEMENT

As soon as reasonably practicable and in any event no later than the deadlines set out in Schedule 1, the Subcontractor will send to the Main Provider the Achievement Evidence in relation to each Learner who has attained a Qualification and such supporting evidence as may be specified by the Main Provider from time to time.

As soon as reasonably practicable and in any event no later than the deadlines set out in Schedule 1, the Subcontractor will send to the Main Provider the Achievement Evidence and such supporting evidence as may be specified by the Main Provider from time to time, signed by a duly authorised representative of the Subcontractor, which relates to Achievement (including any relevant attendance information) in the preceding Month.

1. LEARNERS REQUIRING ADDITIONAL LEARNING SUPPORT

In order to apply for further funding for Learners with additional learning support requirements, as referred to in the Funding Rules, the Subcontractor must:

comply with the Funding Rules in relation to additional Learner support; and

for each such Learner, submit an additional support assessment form in the form set out by or otherwise notified to the Subcontractor by the Main Provider.

If the Subcontractor determines that a Learner requires additional learning support the Subcontractor will retain the risk of and shall indemnify the Main Provider against such additional support costs in the event that such support is considered ineligible for Funding by the Department or fails to be approved by the Main Provider. This obligation will survive termination or expiry of this Agreement.

If the Main Provider notifies the Subcontractor that:

one of the main objectives of the Programme(s) is to deliver information and advice to Learners; or

the delivery of information and advice to Learners is embedded as part of the delivery of the Programme(s),

the Subcontractor will have or attain the matrix Standard within six months of the Commencement Date.

1. INTERVENTION

The Main Provider may exercise the rights contained in this clause 16 if any of the following events (each being referred to as an **Intervention Event**) occurs:

the Main Provider has the right (whether or not it exercises it) to terminate this Agreement under clause 17;

the Main Provider is instructed by the Department or is required by the Funding Rules (and in particular the Department’s "Funding higher risk organisations and subcontractors policy") or by applicable law to exercise its rights under this clause 16;

the Subcontractor has given notice to the Main Provider that it has suffered a Force Majeure Event and is unable to provide part or all of the Programme(s) at all or in accordance with this Agreement for a period of more than 3 months;

the Main Provider wishes to exercise its right to suspend the Programme(s) in accordance with this clause 16;

the Subcontractor is failing to deliver any part of the Programme(s), or fulfil any obligation under this Agreement, and/or is in breach of one or more obligations under this Agreement (whether or not material).

If an Intervention Event occurs, the Main Provider may, in addition to any other rights it may have under this Agreement, suspend all or part of the Programme(s) by serving a Suspension Notice on the Subcontractor requiring that the provision of the Programme(s) (or such part of them as the Main Provider will nominate) by the Subcontractor be suspended.

Following service of a Suspension Notice the Subcontractor will:

co-operate (and procure that any Trainers and/or Employers (as applicable) co-operate) in the exercise by the Main Provider of its rights pursuant to this clause 16 and allow them access to all information and records that they reasonably require;

procure that all Trainers follow the lawful and reasonable instructions of the Main Provider;

grant, and procure that any necessary third parties grant, to the Main Provider those rights (including any Intellectual Property, rights to use premises, equipment and personnel) that any of them may need in order that the Main Provider may fully enjoy the rights granted to it pursuant to this clause 16; and

at the Main Provider’s request, ensure that appropriately senior and informed personnel of the Subcontractor meet with the Main Provider, to discuss any of the foregoing.

The suspension of the Suspended Programme(s) will take effect from the date and time specified in the relevant Suspension Notice (the **Suspension Period**). During the Suspension Period:

the Subcontractor will cease to perform the Suspended Programme(s), but will continue to provide all other Programme(s); and

the Main Provider may elect to perform the Suspended Programme(s) itself or to receive them from another member of its corporate group or a third party (or through a combination of two or more such entities).

The Main Provider may (at its sole discretion and at any time) revoke a Suspension Notice by giving to the Subcontractor not less than 28 days’ notice. The Subcontractor will resume provision of the Suspended Programme(s) at the date and time specified in the Suspension Notice.

If the Subcontractor is able to remedy the relevant Intervention Event and/or to successfully put in place arrangements to ensure that it does not recur, then the Subcontractor may serve written notice (a **Resumption Notice**) on the Main Provider requesting that the Subcontractor resume provision of the Suspended Programme(s). The Subcontractor will provide the Main Provider with all information that the Main Provider reasonably requires in order to verify that the Subcontractor will be able to provide the Suspended Programme(s) to the Main Provider’s reasonable satisfaction and ensure proper and sustained compliance with all service levels and other provisions set out in this Agreement. If the Main Provider is satisfied that the Subcontractor will be able to provide all of the Suspended Programme(s) to the Main Provider’s satisfaction, the Main Provider will serve not less than 10 Working Days’ notice (a **Confirmation Notice**) requiring the Subcontractor to resume provision of such Programme(s) on the date and at the time specified in such Confirmation Notice and the Subcontractor will resume provision of the Suspended Programme(s) from such date and time.

If a Suspension Notice has been served (which has not been revoked by the Main Provider pursuant to clause 16.5) and:

the Subcontractor has not served a Resumption Notice within 10 Working Days of service of that Suspension Notice; or

following service of a Confirmation Notice the Subcontractor has not resumed provision of the Suspended Programme(s) (for any reason) on the date and time specified in that Confirmation Notice; or

the Main Provider has not served a Confirmation Notice within 10 Working Days of service of a Resumption Notice; and/or

having resumed provision of the Suspended Programme(s), a further Intervention Event occurs at any subsequent time in respect of any of the previously Suspended Programme(s),

the Main Provider may (at its sole discretion) terminate this Agreement pursuant to clause 17.

During any Suspension Period the Main Provider will not be obliged to make any Payments to the Subcontractor in respect of the Suspended Programme(s). This clause 16.8 will not apply if the Intervention Event giving rise to the Suspension Notice was the exercise by the Main Provider of its discretion under clause 16.1.4.

There will be no limit on the number of times the Main Provider may exercise its rights pursuant to this clause 16.

1. TERMINATION

The Main Provider may terminate this Agreement by written notice to the Subcontractor if:

there is a material adverse change in the amount or nature of the Department’s funding of the Main Provider or Funding is reduced or no longer available in respect of a Programme;

the Subcontractor fails to achieve the minimum Learner Achievement levels and other key performance requirements specified in Schedule 4;

the Main Provider, in its reasonable opinion, has serious concerns about the ability or suitability of the Subcontractor to deliver the Programme(s) as a result of information received from the Subcontractor (or other third parties) which relate to irregular financial or delivery activities as set out in clause 2.4;

there is a material or persistent breach by the Subcontractor of the terms of this Agreement and such breach is incapable of remedy or, where the breach is capable of remedy, the Subcontractor fails to remedy such breach to the satisfaction of the Main Provider within 14 days’ service of a written notice from the Main Provider to the Subcontractor specifying the breach and requiring it to be remedied;

the quality of documentation supplied to the Main Provider by the Subcontractor does not meet the Quality Principles and Policies or the requirements of the Department;

the Subcontractor has failed at any time to meet the required due diligence or financial health requirements/standards as set out in the Funding Rules;

the Subcontractor has entered into any composition or arrangement with its creditors, has a petition presented by it or by any other person for its bankruptcy, has a bankruptcy order made against it, has applied to court for an interim order under section 253 Insolvency Act 1986, has submitted a proposal for a voluntary arrangement to a nominee under section 256A Insolvency Act 1986, has a petition presented for an Administration Order under Part III of the Insolvent Partnerships Order 1994 (the **Order**), has a petition presented for winding up as an unregistered company under Parts IV or V of the Order, has an interim receiver of its property appointed under section 286 of the Insolvency Act 1986, is unable to pay its debts within the meaning of section 267 and 268 Insolvency Act 1986;

the Subcontractor (being a company), is unable to pay its debts within the meaning of section 123 Insolvency Act 1986, makes a proposal for a voluntary arrangement or convenes a meeting of its creditors to consider such a proposal, becomes subject to any voluntary arrangement, has a receiver, manager, or administrative receiver appointed over any of its assets, undertaking or income, passes a resolution for its winding-up (save for the sole purpose of a solvent liquidation to effect a reconstruction or amalgamation), is subject to a petition presented to any court for its winding-up, has a provisional liquidator appointed, has a proposal made for a compromise or arrangement under Part 26 Companies Act 2006 (save for the sole purpose of a solvent reconstruction or amalgamation), has an administrator appointed in respect of it or is the subject of an application for administration filed at any court or a notice of appointment of an administrator filed at any court or a notice of intention to appoint an administrator filed at any court by any person or is the subject of a notice to strike off the register at Companies House;

the Subcontractor ceases, or appears in the reasonable opinion of the Main Provider likely to or is threatening to cease to trade within 30 days;

in the reasonable opinion of the Main Provider, the Subcontractor acts in a manner which is in breach of clause 13.2.1;

the Subcontractor is inspected by Ofsted and fails to achieve at least an Ofsted grade 2 (or equivalent) rating;

the Department or any Regulatory Body requires termination of this Agreement;

the Department terminates or has the right to terminate its agreement with the Main Provider;

Funding Rules incorporated into this Agreement give the Main Provider the right to terminate this Agreement;

the Subcontractor has any distraint, execution or other process levied or enforced on any of its property;

where, for any reason, the Department declines to fund all or any of the Enrolled Learners;

key delivery staff, including but without limitation the Trainers, cease to be employed or otherwise engaged by the Subcontractor;

the Subcontractor is not listed on the APAR (where applicable) but is required to be, or is removed from the APAR; or

the Subcontractor ceases to have a valid UKPRN,

such termination may take effect either immediately or at the end of the Academic Year as the Main Provider shall in its sole discretion determine. In the latter case this Agreement shall remain in full force and effect until the end of the said Academic Year when it shall automatically terminate.

The Main Provider may in its absolute discretion terminate this Agreement by giving the Subcontractor not less than one Month prior written notice.

The Subcontractor may terminate this Agreement by written notice to the Main Provider if:

there is a repudiatory breach by the Main Provider of the terms of this Agreement which breach is not capable of remedy; or

there is a material or persistent breach by the Main Provider of the terms of this Agreement which breach is capable of remedy but which is not remedied to the reasonable satisfaction of the Subcontractor within one Month after the Subcontractor has given written notice of the breach to the Main Provider requiring it to be remedied (provided that the notice terminating this Agreement is given by the Subcontractor within one Month after the expiry of the period during which the breach should have been remedied),

provided that (except in the case of clause 17.3.1) the Subcontractor shall (upon notice to the Main Provider) be obliged to continue to provide the Programme(s) notwithstanding that it has the right to terminate this Agreement in accordance with any provision set out herein (and all of the terms and conditions of this Agreement shall remain in force) until the end of the Academic Year in which the event entitling the Subcontractor to terminate this Agreement occurred.

Any termination of this Agreement will be without prejudice to any right of either Party arising out of or in relation to this Agreement.

Any rights of termination set out above are in addition to any other rights for termination which may be set out elsewhere in this Agreement.

1. CONSEQUENCES OF TERMINATION

The termination of this Agreement under clause 17 is without prejudice to the rights, duties and liabilities of either Party accrued prior to termination.

The clauses in this Agreement which expressly or impliedly have effect after termination will continue to be enforceable notwithstanding termination.

On termination or expiry of this Agreement howsoever arising:

outstanding monies due from the Subcontractor to the Main Provider shall become immediately payable by the Subcontractor;

the Subcontractor shall cease to promote, market or advertise the Programme, and shall cease to make use of any of the Main Provider Background Intellectual Property and/or Know-How;

each Party shall honour any outstanding services due to the other at the date of termination;

all licences granted hereunder shall terminate;

all Programme Materials which are confidential shall be returned by the Subcontractor to the Main Provider together with any other materials which were supplied by the Main Provider to the Subcontractor which are requested by the Main Provider to be returned including but not limited to any documentation which may be required by the Main Provider for auditing or inspection purposes;

at the option of the Main Provider, the Subcontractor shall securely delete or return to the Main Provider all Agreement Data promptly after the end of the provision of Services relating to Processing and securely delete any remaining copies and promptly certify (via a director) when this exercise has completed; and

subject as otherwise set out in this Agreement and to any rights or obligations which may have accrued prior to termination, neither Party shall have any further obligation to the other under this Agreement.

Upon termination of this Agreement for any reason or expiry, the Main Provider and/or Subcontractor (as applicable) shall permit those Learners who are registered on the Programme at the date of termination, to continue upon their Programme until the due completion date for such Programme and all normal Achievement Evidence shall be provided in respect of such Learners to ensure continuity of learning as required by the Funding Rules.

Upon termination or expiry of this Agreement, the Main Provider and the Subcontractor shall continue to work together in good faith to conclude any outstanding administrative, audit or other Learner requirements that may exist prior to the commencement of the following Academic Year to ensure Learners are able to continue with or start new Programme(s) with the Main Provider, the Subcontractor or any other third party. For the avoidance of doubt any actions required to conclude any outstanding administrative, audit or other Learner requirements shall be considered a consequence of termination of this Agreement and shall not constitute a new agreement between the Main Provider and the Subcontractor.

1. FORCE MAJEURE

If the Main Provider or the Subcontractor is unable to perform any or all of their respective obligations under the terms of this Agreement (including the payment of the Price) due to a Force Majeure Event then that Party will be relieved of its obligations to continue to perform under this Agreement for as long as their fulfilment is prevented or delayed as a consequence of any such event.

Any Party that is subject to a Force Majeure Event shall not be in breach of this Agreement provided that:

it promptly notifies the other Party in writing of the nature and extent of the Force Majeure Event causing its failure or delay in performance;

it could not have avoided the effect of the Force Majeure Event by taking precautions which, having regard to all the matters known to it before the Force Majeure Event, it ought reasonably to have taken, but did not; and

it has used all reasonable endeavours to mitigate the effect of the Force Majeure Event, to carry out its obligations under this Agreement in any way that is reasonably practicable and to resume the performance of its obligations as soon as reasonably possible.

If the Force Majeure Event prevails for a continuous period of more than three months, any Party may terminate this Agreement by giving 14 days’ written notice to the other Party. On the expiry of this notice period, this Agreement will terminate. Such termination shall be without prejudice to the rights of the Parties in respect of any breach of this Agreement occurring prior to such termination.

In the event of termination in accordance with this clause 19, the Main Provider shall only be required to pay such part of the Price as relates to those Programme(s) which were provided up to and/or during the Force Majeure Event, if any to the extent payable in accordance with the Funding Rules. Payment of any monies to the Subcontractor is subject to the Main Provider receiving payment in full.

1. BUSINESS CONTINUITY

The Subcontractor will, at all times, maintain and comply with the Business Continuity Plan, and ensure that it is, at all times, able to implement the Business Continuity Plan immediately upon an event occurring which the Business Continuity Plan is expressed to cover, or reasonably can be expected to cover. The Subcontractor shall ensure that the Business Continuity Plan meets the obligations set out in “Expecting the Unexpected, Business continuity in an uncertain world”.

The Subcontractor will update the Business Continuity Plan if at any time an amendment to it is reasonably required in order to reflect any change to this Agreement, the Programme(s) or any other matters that have occurred since agreement of the last Business Continuity Plan. Not more than 15 days after each such update the Subcontractor will submit the revised Business Continuity Plan to the Main Provider for approval. The Subcontractor will amend the revised Business Continuity Plan so as to incorporate all of the Main Provider’s comments. The amended Business Continuity Plan will be promptly re submitted to the Main Provider for approval and the process contained in this clause 20 will be repeated until the Main Provider approves the draft Business Continuity Plan. The Subcontractor will retain business continuity readiness in accordance with the last approved version of the Business Continuity Plan (insofar as this still applies).

The Subcontractor will comprehensively test the Business Continuity Plan once in every rolling 12 month period during the term of this Agreement and will within 10 Working Days of any test provide the Main Provider with a written report detailing the results of that test and any actions it proposes to take to address those results. The Main Provider will be given not less than 10 Working Days prior written notice of each test and may attend and observe such tests and may notify the Subcontractor in writing of any actions or remedial measures that it requires the Subcontractor to implement as a result of such tests and the Subcontractor will be bound to promptly implement the same.

The Subcontractor will implement the Business Continuity Plan if the Programme(s) are impaired or unavailable (or appear likely to be impaired or unavailable) as a result of any occurrence envisaged in the Business Continuity Plan. The Subcontractor will notify the Main Provider in writing each time the Business Continuity Plan is, or should be, implemented.

1. TAXATION AND OTHER PAYMENTS

All Payments to be made by the Main Provider to the Subcontractor under the terms of this Agreement are inclusive of any value added tax (or like tax of a similar nature).

The Subcontractor is responsible for making all relevant tax payments in relation to the Learners and will indemnify and keep indemnified the Main Provider in respect of any claims or demands that may be made against the Main Provider in relation to such Payments.

The Subcontractor is responsible for the Premises and for all accommodation equipment and materials necessary for the provision of the Programme(s), and for all training, administrative, employment and other costs (without limitation) which arise from the provision of the Programme(s).

1. PERSONNEL

The Subcontractor acknowledges that, for the avoidance of doubt, all Trainers are the responsibility of the Subcontractor and are employed by it and that it is responsible for all Liabilities in respect of each Trainer, including in relation to any acts or omissions of any Trainer, except in so far as any Liabilities (or any part thereof) arise from any act of unlawful discrimination or other unlawful act or omission of the Main Provider in relation to the arrangements under this Agreement. The Subcontractor will indemnify and keep indemnified the Main Provider against any Liabilities the Main Provider may incur in respect of any failure by the Subcontractor to comply with its obligations under this clause 22.

The Subcontractor shall comply with statements in the Investors in People (IiP) Framework.

On the expiry or earlier termination of this Agreement, the Parties acknowledge and agree that it is their understanding that TUPE shall not apply in respect of the provision thereafter of any service equivalent to the Programme(s) on the basis that the Trainers will not constitute an organised grouping of employees who have as their principal purpose the carrying out of the Programme(s).

Notwithstanding clause 22.3 if any Trainer alleges that upon the termination of this Agreement their employment or any Liabilities have (or should have) transferred to the Main Provider or any Replacement Subcontractor:

within 20 Working Days of becoming aware of that effect or allegation, the Main Provider or Replacement Subcontractor may terminate such person’s contract of employment; and

the Subcontractor will keep the Main Provider or any Replacement Subcontractor indemnified in full against all Liabilities arising (directly or indirectly) in connection with:

* + - 1. the termination of employment of any Trainer in accordance with clause 22.4.1;
      2. any sums payable to or in relation to such person in respect of such person’s employment whether before or after the termination of this Agreement, save only to the extent that the Main Provider has positively chosen to employ such a person, in which case this indemnity shall not apply from the date of such person’s employment by the Main Provider; and
      3. any claims for failure to inform and consult under Regulation 13 of TUPE.

1. DATA PROTECTION

The Subcontractor will process the Agreement Data during the Term of this Agreement as Processor solely for the purposes and to the extent described in Schedule 10.

In performing its obligations under this Agreement the Subcontractor will:

comply with Data Protection Laws;

not cause the Main Provider to breach any obligation under Data Protection Laws; and

notify the Main Provider without undue delay if it identifies any areas of actual or potential non-compliance with Data Protection Laws or this clause 23, without prejudice to its obligations to comply with, or to any rights or remedies which the Main Provider may have for breach of Data Protection Laws or this clause 23.

The Subcontractor will not engage or use any third party for the Processing of Agreement Data or permit any third party to Process Agreement Data without the prior written consent of the Main Provider.

If the Subcontractor appoints a Sub-Processor pursuant to clause 23.3, the Subcontractor will ensure prior to any Processing taking place, that the Subcontractor has provided the Main Provider with such information regarding the Sub-Processor that the Main Provider may reasonably require and that there is in place a written contract between the Subcontractor and the Sub-Processor that specifies the Sub-Processor’s Processing activities and imposes on the Sub-Processor the same terms as those imposed on the Subcontractor in this clause 23. The Supplier will procure that Sub-Processors will perform all obligations set out in this clause 23.

The Subcontractor will remain responsible and liable to the Main Provider for all acts and omissions of Sub-Processors as if they were its own.

The Subcontractor will:

process the Agreement Data only on documented instructions (including this Agreement) from the Main Provider (unless the Subcontractor or the relevant Sub-Processor is required to process Agreement Data to comply with domestic law to which the Subcontractor is subject, in which case the Subcontractor will notify the Main Provider of such legal requirement prior to such Processing unless such law prohibits notice to the Main Provider on public interest grounds);

immediately notify the Main Provider if, in its reasonable opinion, any instruction received from the Main Provider infringes any Data Protection Laws;

ensure that any individuals authorised to process Agreement Data access such Agreement Data strictly on a need to know basis as necessary to perform their roles in the performance of this Agreement, and have committed themselves to confidentiality or are subject to confidentiality obligations or are under an appropriate statutory obligation of confidentiality;

taking into account the state of the art, the costs of implementation and the nature, scope, context and purposes of Processing, implement, and assist the Main Provider to implement, technical and organisational measures to ensure a level of security appropriate to the risk presented by Processing the Agreement Data, in particular from a Data Security Incident;

not, without the Main Provider’s prior written consent, make or permit any announcement in respect of a Personal Data Security Incident or respond to any request for exercise of a Data Subject’s rights under the Data Protection Laws or communication or complaint from a Data Subject or Data Protection Supervisory Authority in connection with Agreement Data;

notify the Main Provider promptly and without undue delay after becoming aware of a reasonably suspected, "near miss" or actual Data Security Incident, including the nature of the Data Security Incident, the categories and approximate number of Data Subjects and Agreement Data records concerned, the likely consequences of the Data Security Incident and any measure proposed to be taken to address the Personal Data Security Incident and to mitigate its possible adverse effects. Where, and in so far as, it is not possible to provide all the relevant information at the same time, the information may be provided in phases without undue delay, but the Subcontractor may not delay notification under this clause 23.6.6 on the basis that an investigation is incomplete or ongoing;

provide reasonable assistance to the Main Provider in:

* + - 1. documenting any Personal Data Security Incidents and reporting any Personal Data Security Incidents to any Data Protection Supervisory Authority and/or Data Subjects;
      2. taking measures to address Personal Data Security Incidents, including, where appropriate, measures to mitigate their possible adverse effects;
      3. documenting compliance of the Processing of Agreement Data with the Data Protection Laws, including providing a systematic description of the envisaged Processing operations; and
      4. conducting data protection impact assessments of any Processing operations and consulting with Data Protection Supervisory Authorities, Data Subjects and their representatives accordingly;

at the option of the Main Provider, securely delete or return to the Main Provider or transfer to a Replacement Subcontractor (in the format required by the Main Provider) all Agreement Data promptly after the end of the provision of Services relating to Processing or at any time upon request, and securely delete any remaining copies and promptly certify (via a director) when this exercise has been completed;

make available to the Main Provider all information necessary to demonstrate compliance with the obligations set out in this clause 23;

promptly (and in any event within 72 hours) notify the Main Provider of any request that it receives for exercise of a Data Subject’s rights under the Data Protection Laws or communication, request for information or complaint that it receives from a Data Subject or Data Protection Supervisory Authority or other third party in connection with Agreement Data;

provide reasonable assistance to the Main Provider in responding to requests for exercising Data Subjects’ rights under the Data Protection Laws or communications, requests for information or complaints from Data Subjects or Data Protection Supervisory Authorities or other third parties in connection with Agreement Data, including by appropriate technical and organisational measures, insofar as this is possible; and

allow for and contribute to audits, including inspections, conducted by the Main Provider or another auditor mandated by the Main Provider.

Subject to clause 23.8, the Subcontractor will not make a Restricted Transfer without the Main Provider’s prior written consent or specific instruction. If the Main Provider gives its prior written consent to a Restricted Transfer, before making that Restricted Transfer the Subcontractor will demonstrate or implement, to the Main Provider’s satisfaction, appropriate safeguards for that Restricted Transfer in accordance with Data Protection Laws and will ensure that enforceable rights and effective legal remedies for Data Subjects are available. Such appropriate safeguards may include:

an appropriate safeguard as directed by the Main Provider, as determined by the Main Provider in accordance with Data Protection Laws;

that the country or territory to which the Restricted Transfer is to be made ensures an adequate level of protection for Processing of Personal Data pursuant to adequacy regulations made in accordance with Data Protection Laws; or

the relevant Processor enters into an agreement with the Main Provider in the form of the standard contractual clauses for the transfer of personal data to Processors established in third countries approved in accordance with Data Protection Laws, completed with such information and incorporating such technical, organisational or other safeguards as the Main Provider may reasonably require.

If the appropriate safeguards demonstrated or implemented in accordance with this clause 23.7 are deemed at any time not to provide an adequate level of protection in relation to Agreement Data, the Subcontractor will implement such alternative measures and execute all such documents as may be required by the Main Provider to ensure that the relevant Restricted Transfer and all resulting Processing are compliant with Data Protection Laws.

The Subcontractor will indemnify the Main Provider against any Liabilities, in each case arising out of or in connection with any breach by the Subcontractor or any Sub-Processor of any of its obligations under this clause 23 (including any failure or delay in performing, or negligent performance or non-performance of, any of those obligations).

Without prejudice to the Main Provider’s other rights and remedies under this Agreement, any breach of this clause 23 by the Subcontractor or any Sub-Processor will be a material breach of this Agreement which is not capable of being remedied, irrespective of whether any financial loss or reputational damage arises, and irrespective of the level of any financial loss or deprivation of benefit arising, as a consequence of such breach.

Where, under this clause 23, the Subcontractor is required to notify the Main Provider of any matter or thing, such notification will be marked for the attention of the Main Provider’s Data Protection Officer and sent by e-mail to the following e-mail address: [DPO@bmet.ac.uk](mailto:DPO@bmet.ac.uk)

1. FREEDOM OF INFORMATION

For the purposes of this clause 24:

**FOI Legislation**: the Freedom of Information Act 2000, all regulations made under it and the Environmental Information Regulations 2004 and any amendment or re-enactment of any of them; and any guidance issued by the Information Commissioner, the Department for Constitutional Affairs, or the Department for Environment Food and Rural Affairs (including in each case its successors or assigns) in relation to such legislation.

**Information**: information recorded in any form held by the Main Provider or by the Subcontractor on behalf of the Main Provider.

**Information Request**: a valid request for any Information under the FOI Legislation.

The Subcontractor acknowledges that the Main Provider:

is subject to the FOI Legislation and agrees to assist and co-operate with the Main Provider to enable the Main Provider to comply with its obligations under the FOI Legislation; and

may be obliged under the FOI Legislation to disclose Information (including information provided to the Main Provider by the Subcontractor even where considered confidential or commercial prejudicial by the Subcontractor) without consulting or obtaining consent from the Subcontractor.

Without prejudice to the generality of clause 24.2, the Subcontractor shall and shall procure that its agents and or partners (if any) shall:

transfer to a person as may be notified by the Main Provider to the Subcontractor each Information Request relevant to any Learner, this Agreement, the Programme(s) to the Learners or any Programme that it or they (as the case may be) receive as soon as practicable and in any event within 2 Working Days of receiving such Information Request; and

in relation to Information held by the Subcontractor on behalf of the Main Provider, provide the Main Provider with details about and/or copies of all such Information that the Main Provider requests and such details and/or copies shall be provided within 5 Working Days of a request from the Main Provider (or such other period as the Main Provider may reasonably specify), and in such forms as the Main Provider may reasonably specify.

The Main Provider shall be solely responsible for determining whether Information relating to this Agreement is exempt information under the FOI Legislation and for determining what Information will be disclosed in response to an Information Request in accordance with the FOI Legislation. The Subcontractor shall not itself respond to any person making an Information Request, save to acknowledge receipt, unless expressly authorised to do so in advance by the Main Provider.

1. CONFIDENTIALITY

Neither Party will (save as required by this Agreement) without the written consent of the other disclose any of the contents of this Agreement or of the commercial arrangements or any Confidential Information between them and each Party shall keep the same confidential save:

(in the case of both Parties) for any necessary disclosure to professional advisers of that Party;

(in the case of the Main Provider) to the Department and any other organisation or person having jurisdiction over the Main Provider;

where required to do so by law, court order or any other governmental or regulatory authority; or

where it has received the written consent of the other Party to make such disclosure (subject to any terms stipulated therein).

Both Parties will use their reasonable commercial endeavours to ensure that this clause 25 is complied with by their employees, agents and authorised contractors.

The Subcontractor acknowledges that:

the Know-How is confidential; and

the contents of the Quality Principles and Policies are confidential.

During the term of this Agreement and for as long afterwards as the Know-How and any other Confidential Information imparted to the Subcontractor by the Main Provider remains outside the public domain (otherwise than by reason of any breach of this Agreement), the Subcontractor will keep such information strictly private and confidential and will not disclose it to any other person, firm or company without the Main Provider's prior written consent.

The Subcontractor will immediately notify the Main Provider if, during the term of this Agreement or any renewal of it, the Subcontractor becomes aware of any breach of any unauthorised disclosure of:

any Know-How; or

the contents of the Quality Principles and Policies.

1. INTELLECTUAL PROPERTY RIGHTS

All Main Provider Background Intellectual Property is and shall remain the exclusive property of the Main Provider (or where applicable, the third party from whom the Main Provider’s rights to use the Main Provider Background Intellectual Property has derived).

Subject to clause 26.10, the Main Provider grants to the Subcontractor a non-exclusive, non-transferable, payment-free, worldwide licence to use the Main Provider Background Intellectual Property for the delivery of the Programme(s) in accordance with this Agreement but without the right to sub-license or copy or adapt such Main Provider Background IP, such licence to terminate automatically on the termination or expiry of this Agreement.

All Subcontractor Background Intellectual Property is and shall remain the exclusive property of the Subcontractor (or where applicable, the third party from whom the Subcontractor’s right to use the Subcontractor Background Intellectual Property has derived).

The Subcontractor grants the Main Provider an irrevocable, perpetual and payment-free licence, with the right to sub-license, to use all Subcontractor Background Intellectual Property used in the delivery of the Programme(s) (such licence to survive termination of this Agreement).

Where the Subcontractor is licensed to use any part of the Subcontractor Background Intellectual Property by any third party the Subcontractor warrants that it has the ability to sub-license such Intellectual Property to the Main Provider in accordance with clause 26.4.

Under this Agreement, with regard to Programme Intellectual Property, the Subcontractor assigns (by way of present assignment of future Intellectual Property) and shall procure the assignment of any Programme Intellectual Property arising during the provision of the Programme(s) to the Main Provider, with full title guarantee and free from third party rights. The Main Provider grants to the Subcontractor a non-exclusive, non-transferable, payment-free licence to use any Programme Intellectual Property to such extent as is necessary to enable the Subcontractor to provide the Programme(s), such licence to terminate automatically on termination or expiry of this Agreement. To the extent that any such Programme Intellectual Property does not vest in the Main Provider, the Subcontractor shall hold it in trust for the Main Provider.

Each Party shall, at its own cost, promptly do or procure the doing of all such acts and things and execute or procure the execution of all such documents that may from time to time be required to give effect to this clause 26.

Except as expressly provided in this Agreement, no rights or obligations in respect of a Party’s Background Intellectual Property are granted to the other Party or to be implied from this Agreement.

Each Party shall immediately give written notice to the other Party of any actual, threatened or suspected infringement of any Party’s Intellectual Property of which it becomes aware.

This Agreement does not confer any licence or other right on the Subcontractor to use any trade mark or branding used by the Main Provider including the name of the Main Provider in any material without the prior express written permission of the Main Provider.

1. IMPROVEMENTS

The Subcontractor shall adhere to the principle of continuous improvement and enhancement of the Programme(s) (or the way in which they are delivered) and must inform the Main Provider of any suggestions for improvements or enhancements to the Programme(s) (or the way in which they are delivered), the curriculum and the Programme Materials. The Main Provider will consider such suggestions and it may at its discretion make use of the suggestions for its own benefit, the benefit of its Learners or the benefit of the Subcontractor.

The Main Provider will use its reasonable endeavours to improve and develop the Programme curriculum and the Programme Materials unless such curriculum or such Programme Materials were not originally developed by or in conjunction with the Main Provider. The Subcontractor agrees to implement any changes to the Programme(s), the way they are delivered, the Programme curriculum or the Programme Materials which may be necessary or desirable as a result of any improvement, enhancement or developments as soon as possible after receiving written notice from the Main Provider specifying the changes to be made. For the avoidance of doubt, the Main Provider shall own all Intellectual Property in Programme Materials and any alterations thereto.

1. GENERAL PROVISIONS

This Agreement does not constitute a partnership, contract of employment or joint venture arrangement between the Main Provider and the Subcontractor and the Subcontractor must not act or purport to act as an agent of or seek to bind the Main Provider.

The waiver by any Party of any breach of any provision of this Agreement will not prevent the subsequent enforcement of that provision. Similarly, the waiver will not be deemed to be a waiver of any subsequent breach of that provision or of any other provision.

This Agreement contains all the terms which the Parties have agreed in relation to the transactions provided for by this Agreement and neither of the Parties have been induced to enter into this Agreement by a statement or promise which it does not contain. This shall not exclude any liability which a Party would otherwise have to the other Party in respect of any statement made fraudulently by that Party prior to the date of this Agreement.

If any provision of this Agreement is invalid for any reason, its invalidity will not affect the remainder of this Agreement which will remain valid and enforceable in all respects.

This Agreement is personal to the Subcontractor and it may not assign, charge or (except as otherwise provided by this Agreement) license any of its rights hereunder or otherwise delegate any of its obligations hereunder in whole or in part, except with the prior written consent of the Main Provider. For the avoidance of doubt, this means that the Subcontractor may not subcontract its rights or obligations under this Agreement to a second level.

In the event that the Subcontractor assigns or otherwise disposes of rights or obligations under this Agreement, it shall remain responsible and fully liable for all acts or omissions of any assignees as if it were its own act or omission.

The Main Provider may assign, sub-contract, mortgage, charge or (except as otherwise provided by this Agreement) license any of its rights hereunder, or otherwise delegate any of its obligations hereunder at any time.

Subject to clause 31, this Agreement is enforceable by the original Parties to it and their successors in title and permitted assignees. Any rights of any person (other than those granted to any Replacement Subcontractors and to the Department) to enforce the terms of this Agreement pursuant to the Contracts (Rights of Third Parties) Act 1999 are hereby excluded.

Subject to clause 31, no variation of this Agreement shall be effective unless it is in writing and signed by the Parties.

Each Party shall:

comply with all Applicable Laws, statutes, regulations, and codes relating to anti bribery and anti-corruption including but not limited to the Bribery Act 2010 (the **Relevant Requirements**);

not engage in any activity, practice or conduct which would constitute an offence under sections 1, 2 or 6 of the Bribery Act 2010 if such activity, practice or conduct had been carried out in the UK;

comply with the Main Provider’s ethics, anti-bribery and anti-corruption policies as provided to the Subcontractor and any relevant industry code on anti-bribery, in each case as the Main Provider or the relevant industry body may update them from time to time (**Relevant Policies**);

have and shall maintain in place throughout the term of this Agreement its own policies and procedures, including adequate procedures under the Bribery Act 2010, to ensure compliance with the Relevant Requirements, the Relevant Policies and clause 28.10.2 and will enforce them where appropriate;

promptly report to the other Party any request or demand for any undue financial or other advantage of any kind received by it in connection with the performance of this Agreement;

immediately notify the other Party (in writing) if a foreign public official becomes an officer or employee or acquires a direct or indirect interest (and each Party warrants that it has no foreign public officials as officers, employees or direct or indirect owners at the date of this Agreement); and

upon the request of the other Party, certify to the other Party in writing signed by an officer of that Party, compliance with this clause 28.10 by it and all persons associated with it. The certifying Party shall provide such supporting evidence of compliance as the other Party may reasonably request.

For the purpose of clause 28.10, the meaning of adequate procedures and foreign public official and whether a person is associated with another person shall be determined in accordance with section 7(2) of the Bribery Act 2010 (and any guidance issued under section 9 of that Act), sections 6(5) and 6(6) of that Act and section 8 of that Act respectively.

Each Party will bear its own costs and expenses incurred in connection with or arising out of the negotiation, preparation and execution of this Agreement.

The Subcontractor will at all times comply with the relevant legal requirements in respect of equal opportunities legislation including but not limited to the Equality Act 2010, the Human Rights Act 1998, the Special Education Needs and Disability Act 2001, and the Equality Act 2006 all as subsequently consolidated, modified or re-enacted from time to time. The Subcontractor confirms that its practices comply with the legislation referred to but not limited to the above. The Subcontractor further confirms that it will comply with the public sector equality duties (as set out under the Equality Act 2006 and the Equality Act 2010, as subsequently consolidated, modified or re-enacted from time to time) and that it will use all reasonable endeavours to ensure that the Main Provider is also able to comply with its duties in respect of equal opportunities, for example, by agreeing to provide information to the Main Provider as is necessary to enable the Main Provider to comply with its obligations in this regard.

The Subcontractor acknowledges that the Main Provider must satisfy the requirements of the Economic Crime and Corporate Transparency Act 2023 (when it comes into force) to ensure that the Main Provider does not commit the offence of failing to prevent fraud, and the Subcontractor shall:

* + 1. ensure that fraud is not taking place in any part of its business or in any part of its supply chains;
    2. not engage in any activity, practice or conduct that could constitute a fraud offence as set out in the Economic Crime and Corporate Transparency Act 2023;
    3. have and maintain throughout the term of this Agreement its own policies and procedures to prevent the facilitation of fraud by its employees, agents, subsidiaries and any person providing services for and on behalf of the Subcontractor, and enforce them where appropriate;
    4. promptly report to the Main Provider any fraud offence committed by any employee, agent, subsidiary or person providing services for and on behalf of the Subcontractor; and
    5. from time to time, at the request of the Main Provider, confirm in writing that it has complied with its obligations under this clause 28.14 and provide any supporting evidence of compliance as the Main Provider may reasonably request.
  1. Without prejudice to any other rights or remedies it may have, the Main Provider may terminate this Agreement forthwith on written notice to the Subcontractor in the event of a breach of clause 28.14.  Breach of this clause 28.14 shall be deemed a material breach which is not capable of remedy.
  2. The Parties shall comply with Procurement Law and this Agreement will be deemed to contain any clauses required by Procurement Law.

1. GOVERNING LAW AND JURISDICTION

This Agreement and any non-contractual obligations arising out of or in connection with it will be governed by and shall be construed in accordance with English law.

Subject to clause 29.3 the Parties to this Agreement submit to the exclusive jurisdiction of the English Courts.

If any dispute arises out of this Agreement, the Parties may attempt to settle it by mediation in accordance with the model mediation procedures published by the Centre for Effective Dispute Resolution, CEDR Solve. To initiate mediation, a Party must give notice in writing to the other Party to the dispute in accordance with clause 30.

The Parties will seek to agree the appointment of a mediator but, failing agreement within 28 days of the service of the mediation notice, either Party may ask the President of the Law Society of England & Wales (or its successor body) to nominate a mediator and to recommend a mediation procedure. The Parties will accept such nomination and also the recommended mediation procedure.

1. NOTICES

Any notice served pursuant to this Agreement shall be properly served if sent by recorded delivery post to:

(in the case of the Main Provider) the Main Provider at the address shown in this Agreement and marked for the attention of [INSERT NAME] [INSERT ROLE];

(in the case of the Subcontractor) the Subcontractor at the address shown at the start of this Agreement and marked for the attention of [INSERT NAME] [INSERT ROLE].

1. THE AGENCY

The Main Provider may vary the terms of this Agreement to the extent that it is necessary for the Main Provider and the Agreement to comply with the requirements of the Department and any Regulatory Body from time to time in force.

The Subcontractor undertakes to comply with any requirements of the Department from time to time directly or indirectly affecting the obligations of the Subcontractor under this Agreement.

The Parties acknowledge that this Agreement may be amended unilaterally as dictated by the Department from time to time, including but not limited to the movement of the Subcontractor to a direct contractual relationship with the Department.

The Subcontractor shall permit the Department to enforce the terms of this Agreement for the purposes of compliance with the Funding Rules as if the Department were the Main Provider.

1. DEVOLUTION

From August 2019, some areas of England have had the Adult Skills Fund (previously known as the Adult Education Budget) devolved to the local Combined Authority. In London the budget is delegated to the Mayor of London.

The definition of **Department** in this Agreement has been drafted widely enough that a Combined Authority or the Mayor of London would be deemed to be the **Department** in a devolution situation and so the clauses of this Agreement would apply to the situation following devolution. But, for the avoidance of doubt in a devolution or delegation situation:

the Parties will comply with any requirements, rules or contractual obligations of a relevant Combined Authority or the Mayor of London as they are updated from time to time. The Parties will not put each other in breach of any such requirements, rules or obligations; and

any terms required to be included in this Agreement by a Combined Authority or the Mayor of London are deemed to be included in this Agreement.

* 1. PRICE
     + 1. In this Schedule the following words shall mean:

1. Funding Rate: amount of money received by the Main Provider from the Department or an Employer in respect of each Learner who participates in the Programme(s) and calculated in accordance with the Funding Rules less the Programme awarding organisation registration fees (where applicable).
2. Fees: XX of the Funding Rate for each Programme payable by the Main Provider to the Subcontractor in the Funding Rules, following submission of satisfactory evidence and achievement of targets as detailed in Schedule 4.
   * + - 1. Subject to paragraph 1.6 below, clause 4, the Funding Rules and the terms of the Agreement, the Main Provider shall pay the Subcontractor the proportion of Fees due in respect of the information submitted to the Department by the Main Provider in the preceding Month within 30 days of receipt of a valid invoice unless required otherwise by Procurement Law.
         2. Subject to clause 4, the Fees shall be calculated based upon the number of Learners Enrolled by the Subcontractor and the actual delivery of the Programme(s) during a Month.
         3. Learners shall be Enrolled upon such Programme(s) as are more particularly described within Schedule 4. The Subcontractor is to use its best endeavours to:

secure Enrolments upon such Programme(s) in accordance with the Learner Enrolment Profile set out in Schedule 4 (where the profile is not met by the Subcontractor, a revised Learner Enrolment Profile may be substituted by the Main Provider and Schedule 4 amended accordingly);

achieve the target number of individual Learners as defined in Schedule 4; and

not exceed the maximum number of Learners set out in Schedule 4. For the avoidance of doubt the overall maximum values for each Programme takes precedence over delivery volumes. Where the Subcontractor considers that the combination of funding rates and volumes would result in the overall maximum value being exceeded, the Subcontractor must notify the Main Provider and the Parties will either agree a variation to the volumes, funding rates or to the maximum value for the Programme to ensure the Subcontractor remains within the agreed maximum value.

* + - * 1. For the avoidance of doubt, the Subcontractor shall only be entitled to the Fees once in respect of each Learner undertaking the Programme(s).
        2. The Main Provider is not obliged to make Payments to the Subcontractor over and above the maximum Contract Value which is [£INSERT].
        3. In accordance with clause 4.1 the Subcontractor shall provide the following completed paperwork to the Main Provider to confirm income generated by Learners:

The Main Provider’s enrolment form completed and signed by the Subcontractor and the Learner and such other supporting documentation as may be required by the Main Provider from time to time;

Register of Attendance;

Individual Learning Record/Plan;

Initial assessment;

Completed Learning Agreement in a format approved by the Main Provider;

Health and Safety form; and

Learner reviews completed and sent to the Main Provider at periods specified to the Subcontractor by the Main Provider (as updated from time to time) whilst the Learner is Enrolled on a Programme.

* + - * 1. Payment of the Fees will be apportioned as follows:

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Percentage of Fees payable** | **Evidence required** |
| [DESCRIPTION e.g. Achievement of Targets] | [ | [INSERT] |
|  |  |  |
|  |  |  |
|  |  |  |

* + - * 1. In monitoring the Subcontractor, the Main Provider will incur the following costs. If the amount of the Fees varies, then the Main Provider will proportionately scale up or down the services it delivers in accordance with this paragraph and the costs in the table below will be deemed to be adjusted proportionately.

|  |  |  |
| --- | --- | --- |
| **Service Provided** | **Specific Cost [NOTE THESE SHOULD EQUAL THE EXPECTED AMOUNT OF THE FEES]** | **Reason why cost is reasonable and proportionate to delivery of the subcontracted teaching or learning and how each cost contributes to delivering high quality learning** |
| Managing the Subcontractor | [INSERT A LIST OF INDIVIDUALLY ITEMISED, SPECIFIC COSTS] | [INSERT] |
| Quality monitoring, quality assurance and oversight activities |  |  |
| Administrative functions such as data returns |  |  |
| [SPECIFY OTHER SUPPORT ACTIVITIES] |  |  |
|  |  |  |

The Main Provider has the following contracts in place with Employers relating to the Programme(s), with the following services and costs:

|  |  |  |
| --- | --- | --- |
| **Employer Agreement** | **Services** | **Cost** |
| [INSERT RELEVANT EMPLOYER AGREEMENT] | [INSERT SERVICES UNDER THAT EMPLOYER AGREEMENT] | [INSERT COSTS UNDER THAT EMPLOYER AGREEMENT] |

* 1. Health and Safety
     + 1. The Subcontractor shall:
          1. Comply with all health and safety legislation and Health and Safety Executive working regulations;
          2. Adopt and maintain safe operating systems of work and appropriate safety policies in order to protect the health and safety of Learners and the Subcontractor’s Trainers, personnel and all other persons including members of the public;
          3. Inform the Main Provider of the death of any Learner during the delivery of the Programme(s);
          4. Deliver health and safety training for Learners before commencement of the Programme(s) and make each Learner aware of the Subcontractor’s health and safety policy;
          5. Provide Learners with suitable ongoing health and safety information, instruction and training during the course of the supervised Programme(s);
          6. On or before the Commencement Date, carry out all necessary risk assessments in connection with Learners’ activities (e.g. manual handling, hazardous substances, noise, PPE, display screen equipment), record any significant findings and control measures and bring the same to the attention of Learners on the commencement of each Programme;
          7. Provide Learners with and ensure proper use is made of any necessary personal protective equipment;
          8. Impose prohibitions for activities or areas of work which are not part of the Programme(s) or for activities in which a Learner is not yet competent, ensuring that Learners have signed a suitable disclaimer to indicate they have been informed of and understand any such prohibitions;
          9. Promote a safe and healthy working environment, welfare facilities, equipment, safe systems of work and emergency fire and first aid arrangements for all Learners; and
          10. Procure that the Employer promotes a safe and healthy working environment, welfare facilities, equipment, safe systems of work and emergency fire and first aid arrangements for all Learners.
  2. Reporting
     + 1. Within four weeks following start, Achievement or withdrawal on a Programme the Subcontractor will send to the Main Provider the following evidence in relation to each Learner who has Enrolled on the Programme in accordance with clause 6. For further guidance, please refer to the Administration and Procedural Manual and associated appendices.

**Start**

* Residency declaration – copies of passports/visas required for non-UK / EU nationals.
* For UK/EU Nationals completed Residency Confirmation form.
* Evidence that Learner works and resides in England.
* ‘Proof of Benefit Letter’ for those on active benefits to evidence JSA or ESA.
* Initial assessment outcome.
* Initial assessment documentation and outcome for vocational knowledge/skills gaps.
* Eligibility check completed.
* Proof of registration.
* Enrolment Form.
* Copy of induction, signed confirmation from Learner – induction to include equality, health and safety, safe Learner training.
* Evidence of pre entry IAG.
* Signed and completed ILR.
* Signed and completed Learning Agreement.
* Achievement evidence/copy certificates.
* Signed Health and Safety Audit.
* Attendance record evidencing that the Learner has attended structured learning / assessment. This date must match that recorded on the ILR.
* Scheme of work.
* Timetables.
* Subsidy Control/State Aid Form for ESF Funding.
* Any additional evidence requirements detailed in the Administration and Procedural Manual.

**Apprenticeships (Only)**

* Evidence of Employer contributions (cash and in kind).
* Signed employer safeguarding leaflets.
* Apprenticeship Agreement (unless excepted under the Funding Rules).
* Contract of employment for each Apprentice (unless excepted under the Funding Rules).
* Training Plan.

**Achievements/Completions**

* 90% of all starts due for completion in July 2026 to complete their standard requirements by July 2026.
* All completions to be evidenced by certificates (within 3 months of completion).
* All completions must undergo exit interviews.
* All completions must be supported with Attendance Records evidencing all learning activity in line with the standard or course Guided Learning Hours.
* Completed ILR which accurately reflects the final day of learning.
* Completed Learning Agreements.
* Completed Learner Reviews.
* Completed Information Advice and Guidance.
* ACE certificate.
* Learner and/or Employer (where applicable) Feedback Forms.
* Destination Evidence.

**Reporting Progress Reviews and Withdrawals**

**Quarterly On Programme Payments**

* Evidence of registration with relevant awarding bodies within six weeks of start.
* Updated tracker sheet evidencing Learner progress.
* Monthly up to date Attendance record demonstrating Learners are still actively engaged.
* Completed Learner progress reviews.
* Copies of any IV and/or EV reports (where applicable).
* Updated delivery time tables.

**Reporting Progress Reviews and Withdrawals**

The Subcontractor agrees to:

* Complete progress reviews every 8-10 weeks.
* Provide detailed and relevant information, advice and guidance to Learners.
* Deliver the agreed Programme.
* Accurately complete Main Provider paperwork.
* Provide timely progress and completion information.
* Make files available for audit purposes as and when requested.
* Provide information to complete interim and final evaluation reports including the Main Provider Self-Assessment Report.
* Allow the Main Provider access to Learners associated with the Programme(s).

**Apprenticeships**

All original documentation to be submitted to the Main Provider marked for the attention of the Employer Engagement Team Administrator no later than 4 weeks following the last date of the relevant activity.

**Non-Apprenticeships**

All original documentation to be submitted to the relevant Main Provider staff at the Main Provider’s offices no later than 4 weeks following the last date of the relevant activity.

Reporting Withdrawals and Breaks in Learning

The Subcontractor will report within one Month to the Main Provider when a Learner withdraws from a Programme or takes a break in learning of four weeks by submitting the Learner’s name, Programme, reason for leaving and last date of attending a training activity, accompanied by a copy of the Learners’ Register of Attendance together with the other documentation outlined in the withdrawal section.

* 1. Learner Numbers and Performance Targets

|  |  |
| --- | --- |
| **Programme** | **Number of Learners** |
|  |  |

The Main Provider shall notify the Subcontractor at the start of this Agreement a monthly profile in writing (which shall for the purposes of this provision include email) of the maximum number of Learners which may be Enrolled by the Subcontractor each Month in respect of each Programme.

Key Performance Indicators

Minimum performance level: 90% Learner Timely Achievement rate.

Minimum performance level: 100% Learner Starts.

Minimum performance level: 90% Learner Retention.

Surveys

Minimum response rate of 70% Learner Satisfaction surveys.

A minimum score of 90% Learner satisfaction rate from returns received to be satisfactory or better.

For apprenticeships, a minimum response rate of 60% from Employer satisfaction surveys.

For apprenticeships, at least 90% of overall Employer satisfaction to be satisfactory or better.

Observation of Teaching and Learning

All delivery staff to achieve, as a minimum a satisfactory grade with 90% grades to be good or better.

Equality & Diversity

Achievement gaps for Learners should not exceed a 5% tolerance against any grouping.

This will be based on the performance of the Subcontractor and subject to Main Provider performance and any changes in the Department‘s requirements and audit.

* 1. Premises

List of Premises:

Not applicable

* 1. Insurance

The Subcontractor confirms that insurance is held for:

* + - 1. Minimum cover per claim

Employers Liability [INSERT]

Public Liability [INSERT]

Professional Indemnity [INSERT]

* + - 1. Risks to be insured against ALL
  1. Meeting Arrangements

Meeting dates: A meeting will take place monthly and will be arranged between the Subcontractor and Main Provider Contract Managers. An agenda will be drawn up for each meeting to ensure the quality delivery of the Programme(s).

The Main Provider should be invited to attend all meetings between the approved centre and the awarding organisation. All correspondence between the approved centre and awarding organisation must be copied to the Main Provider.

* 1. Additional Services

Costs for any Additional Services will be agreed and a variation this Agreement issued as appropriate.

[Details of all Additional Services to be provided, commencement date, duration, responsibilities (and contract variation number/reference if applicable.]

[Details of payment arrangements for additional services, or timescales within which the Main Provider can recover its costs and any limits on those costs - i.e. "reasonable and properly incurred costs" only.]

* 1. Direct delivery

|  |  |
| --- | --- |
| **Programme** | **Element(s) to be delivered directly by Main Provider** |
| [INSERT] | [INSERT] |

* 1. Agreement Data

[We have set out a generic example of information which is needed below. This will need to be amended to ensure what is happening in practice is reflected. The information which is needed is essentially what is being processed, for what purpose, how long and the types of personal data.]

|  |  |
| --- | --- |
| **Subject matter of Processing** | [Processing of Learner Personal Data for the purposes of the providing the Programme(s).] |
| **Duration of Processing** | [The term of the Agreement.] |
| **Nature of Processing** | [Teaching the Learners the Programme, reporting back to the Main Provider on progress and attainment]  [INSERT WHAT DATA WILL BE PROCESSED FOR]. |
| **Purpose of Processing** | [To provide the Programme(s) and any other Additional Services to the Learners.] |
| **Type of Personal Data** | [Learner names, Achievements, [INSERT TYPES OF PERSONAL DATA SHARED.]] |
| **Categories of Data Subject** | [Learners, employees of the [Main Provider.]] |

|  |  |  |
| --- | --- | --- |
| 1. **SIGNED BY** the duly authorised representatives of the Parties on the date stated at the beginning of this Agreement. 2. For and on behalf of BIRMINGHAM METROPOLITAN COLLEGE 3. Signature:………………..................................................................... 4. Name:........................................................................................ 5. Position:........................................................................................ 6. Date:............................................................................................ 7. For and on behalf of **[SUBCONTRACTOR]** 8. Signature:………………..................................................................... 9. Name:........................................................................................ 10. Position:........................................................................................ 11. Date:............................................................................................ |  |  |