



Our Subcontracting Rationale & Charges Policy

Siemens Mobility Limited

1. Introduction

1.1 As an ESFA Main Provider Siemens Mobility Limited must publish a subcontracting fees and charges policy on our website before entering into any subcontracting agreements for the 2022/2023 academic year.

2. Scope

2.1 This policy statement details how Siemens Mobility Limited will manage subcontractors in 2022/2023

This policy is published in line with ESFA requirements stated in the Apprenticeship Funding Rules for Main Providers 2022/23 found on the ESFA website [here](#)

and published on our website:

<https://new.siemens.com/uk/en/company/jobs/search-careers/apprenticeships.html>

3. Subcontracting Rationale

3.1 Siemens Mobility Limited subcontracts for one or more of the following reasons:

3.1.1 To deliver niche provision – building on a subcontractors' extensive and focused experience in the specialist areas.

3.1.2 To support better geographical access for learners

3.1.3 To capacity build – help Siemens Mobility Limited to respond flexibly to changing market demands and emerging opportunities for learners.

3.1.4 To engage with new markets – provide access to, or engagement with, a new range of customers.

3.1.5 To ensure revenue / margin protection – working with subcontractors to explore and learn about new standards or sectors prior to investment in resources.

3.1.6 To ensure greater cost efficiency – to run certain programmes where it would not be viable for Siemens Mobility Limited to build up in-house resources and expertise.

3.1.7 To provide good development opportunities for both Siemens Mobility Limited and its subcontractors, to share good practice and new ways of working.

3.1.8 To complement our own delivery if requested by an Employer

4. Contribution to Improving the Quality of Teaching, Learning and Assessment.

4.1 Siemens Mobility Limited ensures that subcontractors are made aware of the quality processes and procedures and that they are guided and supported by Siemens Mobility Limited to fully comply with these quality standards.

4.2 Siemens Mobility Limited ensures that all subcontractors are made aware of the process of completing the Siemens Mobility Limited due diligence process and contracting obligations. Any actions arising are addressed in co-operation between Siemens Mobility and the Subcontractor.

4.3 Subcontractors are required to hold course centre approvals and fully liaise with the awarding bodies. Siemens Mobility Limited will regularly review External Quality Assurers' reports submitted by Subcontractors and monitor any follow-up required.

4.4 Siemens Mobility Limited will appoint an appropriately qualified member(s) of staff to each subcontractor whose responsibilities include undertaking a due diligence check, regular quality assurance monitoring visits to check learner files, commitment statements, conduct observations, learner voices and Internal Quality Assurance.

4.5 A number of risk factors are assessed that are derived through the subcontracting with Training Partners/Associates. The quality process and due diligence that Siemens Mobility Limited requires includes all potential subcontractors to undergo checks, including but not exclusively.

- If the potential subcontractor has passed the requirements set out in the Academic Partner Procurement Procedure UKI-MO-ES-PR-036
- If the potential subcontractor is registered on the Register of Apprenticeship Training Providers (RoATP)
- The potential subcontractor's Safeguarding and Prevent strategy.
- Any relevant Ofsted reports.
- Anticipated demands of the contract on Siemens Mobility Limited resources.
- Financial standing of the Subcontractor.
- Proven track record of the Subcontractor in regard to meeting success and funding targets.
- Contract size regarding both funding and learner numbers
- Provision meets priority needs of local skills priorities

5. Range of Charges

5.1 The typical range of prices charged by subcontractors is negotiated on an individual basis and is dependent upon local customs and practice and the level of risk. Siemens Mobility Limited does not charge a fee for solely managing the subcontractor provision.

5.2 Siemens Mobility Limited will publish data on the actual level of funding paid and retained for each of the subcontractors in each academic year. This data will be published to the ESFA.

6. Support for Subcontractors

6.1 Subcontractors will receive:

- Designated points of contact and support from a dedicated Apprenticeship Programme Manager
- Advice and guidance at pre-contract stage.
- Regular review meetings with progress reports.
- Specialised information, advice and guidance as required.
- Regular monitoring visits with detailed feedback identifying good practice and areas for improvement.
- Ongoing administration support including in-depth checks of evidence submitted and regular feedback on issues identified.
- Input of induction documentation submitted.
- Submissions of data to funding organisations.
- Ongoing data checks and support to resolve data queries.
- Ongoing support to address any areas for improvement.

7. Reason for Differences in Fees Charged

7.1 Fees charged by individual providers may differ depending on the calculation of local provision.

7.2 Siemens Mobility Limited strives to achieve value for money so its procurement process may result in variations of fees.

8. Payment Terms between Siemens Mobility Limited and its Subcontractors

8.1 Payments are made as agreed by the schedule outlined in the Contract for Services

8.2 Typically payments are made to subcontractors as agreed in the Contract for Services schedule.

8.3 Details of any rights by Siemens Mobility Limited to withdraw, reduce or withhold funding are published in the Contract or Services and relate to the protection of ESFA funds and not to the benefit of Siemens Mobility Limited.

8.4 Siemens Mobility Limited expects Subcontractors to fully engage in assessing the accuracy of payments and therefore have a responsibility to review their financial reconciliations to identify any inaccuracies.

8.5 Subcontractors are responsible for all registration costs and any associated costs of maintaining Direct Claims Status with their awarding bodies.

8.6 Siemens Mobility Limited strives to achieve value for money so its procurement process may result in variations of fees

9. Policy dissemination & Publication

9.1 This policy is available on-line at

<https://www.siemens.com/uk/en/home/company/jobs/search-careers/apprenticeships.html>

and further communicated to subcontractors in the annual contracting phase

10. Policy review

10.1 This policy will be reviewed at least annually and in addition in-year as needed to reflect any changes in ESFA funding rules.

11. Subcontracting Partners

2022/2023 include

- IPS International
- Learning Unlimited
- Babcock

Policy was discussed and signed off at the Siemens Mobility Limited Apprenticeship Advisory Board meeting 5th October 2022

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Signed off by

James Isaac

Head of HR, Siemens Mobility Limited UK&I