

XTSE Apprenticeship Subcontracting Policy

1. Policy history

Approved by:		Amy Harper Director Xavier Teach SouthEast and Xavier CET Enterprise Committee	
Last reviewed	June 2026	Next review	June 2027

Linked policies and procedures:
XTSE Apprenticeship Agreement XTSE Apprenticeship Subcontracting Agreement: Regional Delivery Hubs XTSE and Sussex University Contract: Provision of the Award BA (Hons) Mathematics Education Teacher Degree Apprenticeship (with QTS)

2. Aims

This policy outlines the rationale, principles, and operational framework that underpins subcontracting arrangements at Xavier Teach SouthEast (XTSE), for both the Post Graduate Teacher Apprenticeship (PGTA) and Teacher Degree Apprenticeship (TDA) in compliance with the Apprenticeship Funding Rules 2025 to 2026, particularly clauses 226–240:

https://assets.publishing.service.gov.uk/media/682471b57293a87b6c75ebe0/Apprenticeship_funding_rules_20_25_to_2026.pdf

XTSE adheres to the latest guidance around subcontracting, and this policy will be reviewed and updated to reflect any changes.

3. Purpose of Subcontracting

XTSE subcontracts apprenticeship training only when it is demonstrably in the best interest of apprentices and employers. The primary purposes are:

- To extend post graduate apprenticeship provision into Regional Delivery Hub localities where teaching apprenticeship programmes are not currently available, ensuring equitable access to high-quality training and supporting local workforce development needs.
- To offer routes into teaching through the apprenticeship programmes to geographically and demographically disadvantaged individuals.
- To enable the delivery of the Teacher Degree Apprenticeship (TDA) as part of the Department for Education pilot programme by partnering with an approved degree-awarding body, University of Sussex, ensuring compliance with programme requirements and providing apprentices with access to the academic qualification required for successful completion.
- To ensure high-quality training within accessible distance to the Apprentices and their employing schools, which are delivered by appropriately qualified and experienced experts and aligned to the Initial Teacher Training Early Career Framework (ITTECF) and requirements of the ITT Criteria and Supporting Guidance

XTSE subcontract for elements of the apprenticeship as outlined in the Regional Delivery Hub Agreement and TDA Partnership Agreement with the University of Sussex.

The table below outlines the responsibilities retained by the Xavier Teach SouthEast in order to provide the Post Graduate Teacher Apprenticeship (PGTA) and Teacher Degree Apprenticeship (TDA):

Post Graduate Teacher Apprenticeship	Teacher Degree Apprenticeship
• Marketing and promotion of the programme • DfE Publish and Apply oversight • DfE Register processing • Recruitment and compliance processes and procedures, including offering places on programme and confirming conditions of offers and pre-employment checks • Contractual set up, monitoring and management with Regional Delivery Hub and employment schools • Engagement with national bodies and legislation to ensure provision remains up to date and relevant • Design and development of training curriculum and materials for general professional studies and subject studies elements of the programme • Delivery of online Secondary Subject Studies for all subjects, with the exception of practical subjects • Design, development and delivery of ITAPs • Design, development and delivery of Mentor and SCITT Lead training • Assessment framework and monitoring of progress of apprentices • Training and account management of regional delivery hub leads and administrators (ongoing monitoring of hub activity through Mosaic and internal quality assurance systems, weekly account management meetings and hub health checks) • Strategic development and oversight of the provision (Steering Boards, Hub Health checks) • Governance of the provision through the Xavier CET Enterprise Committee and Financial Boards. • Final recommendation board to recommend for QTS and EPA • Recommendation of QTS and EPA.	• Marketing and promotion of the programme • DfE Publish and Apply oversight • DfE Register processing • Recruitment and compliance processes and procedures, including offering places on programme and confirming conditions of offers and pre-employment checks • Brokering employment of Teacher Degree Apprentices with employing schools from across the partnership and securing of employment, including ensuring pre-employment checks all completed • Contractual set up, monitoring and management with Regional Delivery Hub and employment schools • Engagement with national bodies and legislation to ensure provision remains up to date and relevant • Design, development and delivery of training curriculum and materials for school-based element of the programme • Design and monitoring of professional practice element of the programme, on the job training • Design, development and delivery of ITAPs • Design, development and delivery of Mentor and SCITT Lead training • Assessment framework and monitoring of progress of apprentices, including professional practice visits to assess apprentice • Weekly monitoring meetings with University of Sussex to review programme design, apprentice progress and attendance • Strategic development and oversight of the provision (Steering Boards, Hub Health checks) • Governance of the provision through the Xavier CET Enterprise Committee and Financial Boards. • Final recommendation board to recommend for QTS and EPA • Recommendation of QTS and EPA.

These charges are deemed reasonable and proportionate as they ensure the effective delivery of high-quality apprenticeship training, support and assessment.

The charge is commensurate with the fees payable across other non apprenticeship training routes.

The aggregate total of all subcontractors delivering DfE funding provision exceeds the £100,000 threshold, in one single year, and therefore in line with the Funding Manual an independent annual financial audit is commissioned and submitted by the deadline of 31st August in the year.

4. Selection of Subcontracts

XTSE will only subcontract to organisations that:

- Hold a valid UKPRN
- Have not engaged the Department for Education's 'funding higher risk organisations and subcontractors' policy
- Demonstrate appropriate educational and financial standing
- Have a secure and viable partnership of schools to act as employing schools
- Agree to comply fully with current and future Apprenticeship Funding Rules
- Are subject to XTSE's quality assurance procedures, including engaging with external moderators and organisations
- Agree to uphold the roles and responsibilities as detailed in the Regional Delivery Hub Agreement or the TDA Partnership Agreement with the University of Sussex.

The Xavier Teach SouthEast Apprenticeship Subcontracting Policy

When appointing a subcontracting organisation to deliver Apprenticeships, the Director of the main provider will take into consideration the following criteria:

- Have no conflicts of interest with the XTSE
- The qualifications and experience in teacher training/development of the subcontracting organisation within their locality
- The capacity within the subcontractor to lead a hub/degree apprenticeship and engage in training required
- The qualifications and experience of the Regional Hub Lead/programme lead colleague(s) who will lead the subcontractor to be able to deliver the required training
- The Ofsted rating of the subcontracting organisation, if applicable
- The university rating of the subcontracting organisation, if applicable
- The recommendation of the Xavier CET governing body, through the Enterprise Committee

5. Management of the contract

XTSE retains responsibility for the quality of all apprenticeship provision, including subcontracted elements.

Management activities include:

- Training and account management of regional delivery hub leads and administrators (ongoing monitoring of hub activity through Mosaic and internal quality assurance systems, weekly account management meetings and hub health checks)
- Weekly monitoring meetings with University of Sussex to review programme design, apprentice progress and attendance

- Regular quality assurance of provision delivered by the subcontractor through close monitoring of apprentice progress using the online systems of the programme, weekly/fortnightly account management meetings, observations of recruitment, curriculum delivery and support of in-school practice, where appropriate
- Strategic development and oversight of the provision (Steering Boards, Hub Health checks, annual reviews)
- Governance of the provision through the Xavier CET Enterprise Committee and Financial Boards

6. Fees and Charges

Subcontractors are paid upon invoice, according to actual delivery and as agreed in the subcontracting agreement. XTSE retains any additional funds of the apprenticeship funding to cover activities as detailed in the table under point 3 of this policy.

Charges are reviewed annually to ensure they are reasonable and proportionate to the cost of managing the subcontract.

7. Employer Agreement

Each subcontracting arrangement is subject to an educational rationale, recorded in the Apprenticeship Agreement that is established with the employing school, provider and apprentice.

Employers must agree to all subcontracted provision listed in the training plan (on Mosaic) and receive full transparency over the following, as detailed in the School Partnership Agreement

- The itemised subcontracted areas of provision,
- The cost of delivery per apprentice to the subcontractor
- The management fee retained by XTSE

8. Subcontracting reporting and external audit

XTSE will record subcontracted provision in line with the latest published guidance for the individualised learner record (ILR) data returns. XTSE will submit a fully completed subcontractor declaration via the 'MyESF account' twice during each academic year. The first will be made by 31 October and the second will be made by 30 June.

XTSE will commission an external moderator to quality assure the provision across all subcontractors and central provision and reports of their findings will be shared with subcontractors and the governing body.

XTSE will commission an external auditor to write a report providing assurance on the arrangements to manage and control subcontractors. This report, along with an action plan of agreed recommendations will be submitted to the DfE by 31 July.