



**JTL**  
**Subcontracting**  
**Policy**  
  
2023/24

## Policy Statement

JTL's operating strategy, as agreed at Board level, is to utilise 'services subcontracting' as part of its delivery model. To ensure that JTL can effectively respond to employer demand across England, JTL builds collaborative partnerships that reflect local skills priorities, embedding a national employer-led offer to provide good quality training. JTL does this by working with delivery partners for the provision of some underpinning knowledge elements of its apprenticeship standards, that is JTL only buys the teaching element from its delivery partners.

JTL does not charge a management fee to its delivery partners, but instead subsumes the costs of managing its delivery partners into its own operating costs.

Overseen by the JTL Board, Audit and Risk Committee and Quality and Standards and Safeguarding Committee JTL undertakes a range of activities (listed below) on its delivery partners to ensure the fee being paid to the delivery partner is reasonable and proportionate to the services they are delivering and contributes to JTL's goal of delivering high quality learning.

1. Management/Administration
2. Due Diligence checks
3. Safeguarding checks
4. Health and safety monitoring visits
5. Lesson observations / deep dives
6. Contract review meetings
7. Invoice and payment processing
8. Quality audits
9. Compiling reports and improvement actions

It is not believed there exists, and JTL will make every effort to avoid, any actual or perceived conflict of interest existing between JTL, its staff or directors and any delivery partner.

Approved by the JTL Board at its meeting on 21<sup>st</sup> September 2023

Signed: 

Sir John Low, Chairman.