

## **RINOVA LTD**

### **Subcontracting Policy**

#### **1. Introduction**

This policy statement outlines Rinova's rationale for sub-contracting with partners for the delivery of ESFA education and training programmes. It describes Rinova's approach to the selection of suitable partners and how Rinova manages and monitors sub-contracted provision to ensure the delivery of high-quality education and training.

#### **2. Policy Statement**

2.1 The Education Skills Funding Agency defines a sub-contractor as an organisation that is engaged in a contractual and legally binding arrangement with a lead provider to deliver provision funded by the Education Skills Funding Agency. This policy focuses on 'provision sub-contracting' where we sub-contract the delivery of full programmes, frameworks or standards.

2.2 Rinova will prioritise the engagement of sub-contractors that:

- 2.2.1 Demonstrate consistent delivery of the highest quality teaching and learning
- 2.2.2 Have and adopt robust quality assurance processes
- 2.2.3 Demonstrate and facilitate a high level of progression into employment or higher education for programme participants
- 2.2.4 Are financially secure

#### **3. Scope**

The policy applies to all supply chain activity supported with funds supplied by the Education Skills Funding Agency or any successor organisations.

#### **4. Overarching Principles**

Rinova will use its supply chains to optimise the impact and effectiveness of service delivery to the end user. Our objective is to build long-term Supply Chain Partnerships, with a culture of continuous improvement towards quality teaching, learning and assessment provision. Rinova ensures all supply chain management activities comply with regulation and principles of best practice in the Education and Skills sector.

Therefore we will ensure that:

1. Rinova will at all times undertake fair and transparent procurement activities, conducting robust due diligence procedures on potential subcontractors to ensure compliance with the Common Accord at all levels and to ensure the highest quality of learning delivery is made available, demonstrating value for money and a positive impact on participants

2. The funding that is retained by Rinova will be related to the costs of the services provided. These services, and the levels of funding being retained for them, will be clearly documented, and agreed by all parties. The rates of such retained funding will be commercially viable for both sides and will be negotiated and agreed in a fair and transparent manner

3. Where disputes between supply chain partners cannot be resolved through mutually agreed internal resolution procedures, Rinova will submit to independent outside arbitration or mediation and abide by its findings. Contract documents will require both parties to agree that the achievements of supply chains are attained through adherence to both the letter and spirit of contracts or partnerships.

## **5. Process**

As part of delivering government funded contracts it is essential and good practice the use of a robust system for the selection, development and management of any providers who will be involved in the delivery, of any part of the journey of Rinova learners.

It is a requirement of our funders that a transparent and fair process is in place and used effectively. For all supply chain engagement Rinova has a clear process in place as set out in the Supply Chain Cycle.

### **Supply Chain Cycle**

Step 1 – Invitation to submit Expression of interest announced on website. Existing partners/subcontractors also notified.

Step 2 – Interested parties to submit expressions of interest.

Step 3 – EOI Selection and scoring. Highest scoring organisations to submit more detailed information and complete due diligence.

Step 4 – Due diligence and further information assessed. Confirmation correspondence issued to successful parties and onboarding meeting completed. Unsuccessful parties contacted with feedback.

Step 5 – Final Contract negotiations. Contract issued. First onboarding meeting

Step 6 – Delivery commences

Step 7 – Monthly performance management meetings, compliance audits and quality monitoring of teaching and learning

## **6. Quality Assurance**

Rinova is committed to improving the Quality of Teaching and Learning of all provision offered and will work with the subcontractor to ensure continuous improvements are put in place across the range of provision offered.

The quality of the provision will be monitored and managed through Rinova Quality Assurance processes and procedures. Rinova will undertake a fair and transparent procurement of subcontractors through a robust due diligence process prior to engagement. The due diligence process will include but is not limited to the subcontractor's financial health and capacity and capability to deliver. All subcontractors will be approved for delivery only by the Executive Management Team. As a minimum Rinova will carry out the following Quality Assurance measures with sub-contractors:

- Desk top checks and due diligence visit for new providers
- Annual due diligence review for existing providers
- Quality Assurance visits per year, of which at least 1 will be a short notice visit, and will include face to face interviews with students and staff
- Sample file checks on all paperwork submitted at claim stage
- Checks to ensure learner eligibility and existence
- Observations of advice & guidance, assessment and teaching and learning practice

The Subcontractor will allow access by Rinova Management Team to any aspect of their provision for monitoring, Inspection or Self-Assessment purposes.

The Subcontractor must ensure that all venues are safe and suitable for the delivery of learning.

These requirements will be monitored through quarterly contract meetings, regular performance reports including Key Performance Indicators (retention/ achievement/ quality indicators) relevant to the sector in which the subcontractor is delivering as outlined within the Subcontractor Agreement.

Poor performance against targets will require the Subcontractor to prepare and implement recovery plans and may result in financial penalties and/ or operational intervention in line with our performance management process.

## **7. Payments to Sub-contractors**

Rinova will confirm with the sub-contractor the ESFA Funding received. Rinova will make payments to sub-contractors within 15 days of receiving a valid claim for payment that has been submitted in accordance with the terms of the individual sub-contractor agreement.

Rinova reserves the right to reduce the final payment should the Subcontractor fail to achieve the Key Performance Indicators as detailed within the Subcontract agreement. The percentage of this reduction will be determined by the percentage of under achievement by the Subcontractor and in line with agreed KPI.

## **8. Appeals**

A Subcontractor, who wishes to appeal against the contract fee decision, should inform Rinova CEO and Finance & Compliance Manager within ten working days of the date of the decision. The Subcontractor must set out clearly and in writing the grounds for their appeal. The appeal will be heard by a member of the Executive Management Team who was not involved in making the contract fee decision.

The Subcontractor will be invited to an appeal meeting which will be held as soon as possible after the notice to appeal has been received.

The outcome of the appeal will be notified to the Subcontractor in writing as soon as possible after the appeal meeting.

## 9. Publication of Information Relating to Sub-Contracting

In compliance with Education Skills Funding Agency and other agency funding rules, Rinova will publish its sub-contracting fees and charges policy on its website every year. This will only relate to 'provision sub-contracting' i.e. sub-contracted delivery of full programmes or frameworks.

## 10. Review

The policy is reviewed annually as part of our internal audit and document control process and may be updated more frequently to take account of changes in legislation, contractual requirements, or the additions or change in circumstances. Where this policy is updated in year, existing subcontractors will be made aware of the updated version at the next monthly performance review

All Rinova Ltd employees are responsible for complying with this policy.



Signed:

Richard Parkes,  
Director

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