


CLAAS UK Ltd

Subcontracting

No: AP008 Page: 1 of 3
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Distribution: CLAAS UK Ltd Director
Apprentice Cohorts Signature: 

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1. POLICY STATEMENT

CLAAS UK Ltd is committed to delivering high quality apprenticeship provision to meet the needs of the Apprentice and the Employer. The majority of our apprenticeship delivery is carried out by CLAAS UK Ltd. However, at times delivery is partly carried out by subcontractors. We do this in agreement with the employer and where this enhances our delivery and maximises content through procurement of specialist or niche provision and expertise.

2. SCOPE

This Subcontracting Policy is a mandatory requirement that must be in place prior to participating in any subcontracting activity and applies to all subcontracted provision funded by the Department for Education. The content of this policy has been developed in line with the Department for Education Apprenticeship Funding Rules and Using Subcontractors in the delivery of apprenticeships:

https://assets.publishing.service.gov.uk/media/6936acd76a167b6884b7360e/Funding_Rules_2025_to_2026.pdf

[Using subcontractors in the delivery of apprenticeships](#)

3. DUE DILIGENCE

CLAAS UK Ltd will undertake a robust process of due diligence when selecting potential subcontractors; this is to ensure that the highest quality of learning delivery is made available which demonstrates value for money and has a positive impact on the experience of both employers and apprentices.

4. CONTRACTING ARRANGEMENTS

Successful subcontractors will be issued with a legally binding contract valid for the period from when the contract commences until the planned completion date of an apprenticeship. This will include:

- A list of individually itemised, specific costs that the provider will charge for managing the subcontractor and how these are reasonable and proportionate to the delivery of their subcontracted provision.
- Specific costs for quality monitoring activities and specific costs for any other support activities offered by the provider to the subcontractor and how these contribute to the delivery of high-quality learning.
- Reference to the provider's subcontracting policy, including the rationale for subcontracting and where it can be found on their website.

CLAAS UK Ltd and the Department of Education are granted full permission and rights to monitor the quality of training being provided and visit the subcontractor at their premises, training sites or employer's premises from which they operate.

All subcontracting will reflect completely and accurately the following:

- Department of Education_ Apprenticeship funding rules

5. QUALITY ASSURANCE OF DELIVERY

CLAAS UK Ltd is committed to delivering high quality teaching and learning for apprentices and employers. CLAAS UK Ltd will work with its subcontractors to review progress and manage the quality of external provision.

All new subcontractors will be subject to an initial visit to confirm approval of appointment as a subcontractor.

The following processes will be used to monitor the quality of subcontracted provision and actively improve quality on an on-going basis:

- Management meetings between CLAAS UK Ltd and its subcontractors
- Quality Governance Committee meetings
- Visits to check on the quality of teaching, learning, assessment and progress

6. INTERNAL POLICIES

Subcontractors must have the following policies and procedures in place, which are to be maintained, reviewed and updated regularly:

- Staff Recruitment and Development
- Data Protection (GDPR compliant)
- Health & Safety
- Equality & Diversity
- Safeguarding & Prevent
- Insurance:
- Employers (compulsory) Liability Insurance = £10,000,000 any one occurrence/number of occurrences.
- Public Liability Insurance Cover = £5,000,000 any one occurrence/number of occurrences.

7. DECLARATION OF USE OF SUBCONTRACTORS

In line with the Apprenticeship funding rules, CLAAS UK Ltd will submit a "Subcontractor Declaration" to the Department for Education at least twice each year. The declaration summarises the value of any subcontracted provision paid for in the previous period.

Version Information

Date	Section(s) amended	Brief Description
01/11/2022	None	Policy Reviewed
06/02/2024	Scope	Link to funding rules updated
11/02/2025	Quality assurance of delivery	Quality Governance Committee meetings added
	Scope	Link to funding rules updated
17/03/2026	Policy Statement	Updated to remove functional skills delivery
	Scope	ESFA changed to DoE Links updated
	Contracting arrangements	ESFA changed to DoE Links updated