

M O O M E N T U M

TRAINING AND CONSULTANCY

Sub-Contracting

Policy Statement

Momentum Training and Consultancies policy is to work with Sub-Contractors who demonstrate that they can deliver a high-quality provision that meet the needs of the ESFA, learners and employers.

Momentum Training and Consultancy will sub-contract the delivery of ESFA funded learning programmes, including Traineeships, Apprenticeships and AEB qualifications.

Due Diligence

Before you can become a sub-contractor with Momentum Training and consultancy, each sub-contractor will undertake a due diligence process. This will include the following.

1. A Health and Safety assessment.
2. A Safeguarding assessment.
3. Their premises is fit for purpose.
4. A list of current qualifications held by the training team.
5. Financially secure

This process is repeated annually

Management fees

management fees range between 20% - 30% This depends on a number of factors.

1. The past and current achievement rates.
2. The qualifications of the sub-contractors training team
3. Will the sub-contractor be delivering functional skills?
4. Will the sub-contractor be delivering support and basic skills?
5. Will the sub-contractor be paying for the registration, certification and End Point Assessment for each learner?

Management fees are agreed and reviewed every 6 months

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Invoicing

Sub-contractors will receive a monthly financial breakdown for each learner that is registered with Momentum Training and consultancy.

The sub-contractor will then agree the amount and invoice Momentum Training and Consultancy for that agreed amount.

Invoices will be paid on the last day of the month for the period being claimed.

Support

Momentum Training and Consultancy offer a range of support to sub-contractors. Support includes the following:

1. Dedicated management team on hand to offer advice and guidance.
2. Monthly review meetings.
3. Inclusion in Momentum Training and Consultancies standardisation meetings.
4. The sharing of good practice.
5. Data inputting training.
6. Safeguarding and British values training and qualifications for staff and learners.
7. Leadership and management training.
8. Covid-19 training and qualifications for staff and learners.

This policy is reviewed annually

Next review date: 01-07-2021