

Guide to policy and procedures for t

will cooperate with the University in any on-going monitoring and quality assurance processes including making available student data
will inform the University of any changes to its provision (curriculum/staff) prior to those changes being made
will inform the University of any changes to its status (financial, legal, registration etc)
will follow the University's [Supplier Code of Conduct](#).

1.8 The Employer:

Will inform the University of any preferred subcontractor for the delivery of the apprenticeship, and where possible the University will contract with the preferred subcontractor
Will collaborate with the subcontractor and the University for the delivery of the apprenticeship programme.

1.9 Within the University, subcontracting responsibilities will be as follows:

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- 2.2 Potential subcontractors will be subject to relevant and adequate due diligence processes to satisfy the University that they have the capability to deliver the apprenticeship provision to the expected academic standards and T&L quality.
- 2.3 Due diligence process may include, but is

Version Control:

ANNEX 1: Examples of T&L Due Diligence

An indicative list of the sorts of data and information that may be requested during the procurement and due diligence process for approving a new subcontractor.

Initial information request for tender process (normally part of the Selection Questionnaire – (Additional Questions):

o Health and Safety	

Further information requested prior to awarding subcontract:

Size of provision	
ESFA contract and status (UKPRN)	
Details of existing collaborations with universities or other organisations for the delivery of apprenticeship provision (including, ideally, named contact details).	
Details of your governance and academic management	

ANNEX 2:

Annual Monitoring Form for Apprenticeship Subcontractors

1. The apprenticeship subcontractor annual monitoring process is intended to provide Programme Directors, the relevant Board of Studies

Annual Monitoring Form for Apprenticeship Subcontractors



