

## **Adult Learning & Skills Service (HFALS) Business Continuity addendum for subcontracted Adult Skills Fund November 2024**

An in-depth finance check has been performed on all subcontracted delivery partners as part of a due diligence check. Providers all scored very well against the financial criteria set and are not at risk of going into liquidation or administration during the 2024/25 academic year.

In the event that subcontracted providers (2024-2025) contracts are terminated under the circumstances below:

1. Sub-contractors need to withdraw from a subcontract arrangement because they are unable to continue delivery.
2. The service terminates the contract due to non-delivery of key performance indicators and compliance, both quantitative and qualitative.
3. A subcontractor goes into liquidation or administration.

HFALS takes full responsibility for its subcontracted learners. The subcontractors must communicate to the learners that they have enrolled with HFALS via the subcontractor. HFALS will monitor this to ensure compliance.

HFALS will resume or continue all current or planned learning where possible, either direct or by using alternative providers sourced from an approved bank of organisations.

The following impact mitigating actions will be invoked:

### **Data**

As per provider contract, HFALS own all data, both electronic, hard copy and images relating to all subcontracted delivery.

Every effort is made to ensure that learners' data is effectively managed by the contracted provider. This ensures a smooth transition from providers to the ALSS direct delivery team.

Providers must transfer all data to HFALS without delay so that HFALS can contact learners direct.

All attendance (registers), lesson planning, outcome tracking (ILPs or portfolios) must be transferred to HFALS.

### **Continuing delivery**

Locations will be found in a suitable location or may be located at one of the HFALS centres.

HFALS will contact any awarding body to ensure that a transfer of awarding body registrations is carried out effectively.

HFALS will engage with tutors and assessors (where appropriate) to negotiate continuing delivery.

Learners will be kept informed about changes to their programme of learning in an effective and timely manner.