

Adult Learning and Skills Service (HFALS) Subcontracting Policy

HFALS is committed to broadening the scope of provision to meet market demand. To enhance and enrich the experiences of our learners. In order to enable this vision, HFALS has taken the strategic decision to subcontract part of its provision to high quality partner providers. HFALS retains full accountability for contract delivery where provision and service subcontracting occurs. Before contracts are awarded, ALSS undertakes robust due diligence procedures that include:

- Financial assurance
- Ensuring strategic fit to social and commercial purpose
- Capability and capacity for delivery
- Quality assurance of existing provision
- Compliance with legislation
- Appropriate policies

All subcontractors will be bound by the quality assurance processes in place such as Observation of Teaching, Learning, and Assessment (OTLA), standardisation, internal/external verification and moderation, self-assessment, and quality improvement plans. The quality of the provision will be monitored and managed through our existing quality improvement processes and included within the HFALS Self-Assessment Report (SAR) and Quality Development Improvement Plan (QDIP).

A management fee of up to 20% is retained by ALSS from all subcontracted provision. This fee is calculated against the assessment of risk, calculated from the due diligence process, and level of management intervention and support associated with the subcontractor. Partners will be bound by the current Greater London Authority (GLA) funding principles and will be managed through a thorough contract management process.

For the 2025/26 academic year, the following providers have been selected to be ALSS subcontractors:

The London Skills Centre, Earls Court

Procurement is underway for further subcontracted delivery. The relevant policies/documents will be updated once the details are confirmed.

The management fee includes the costs of managing and administering the subcontracting arrangements, the administration of paper and electronic learner records (required for funding returns), the management of lead contracts and the additional value offered to partners of access to quality improvement processes, management information expertise and advice, and regular national updates regarding funding and policy guidance.

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Staff working on this subcontracted programme will have access to the HFALS staff CPD programme. This will be a good opportunity for staff development and support closer working with HFALS.

Payments are normally made monthly following receipt of full enrolment information, validation of activity through data agency funding returns and receipt of invoices specifying Purchase Order numbers as supplied.

The policy is reviewed annually and in line with the publication of the Greater London Authority (GLA) Education Skills Funding Agency (ESFA) funding rules.