



UEA Apprenticeships Published Arrangements for Sub-contracting, 2025-26

Date: October 2025

Purpose

This Policy sets out the University's approach to subcontracting its higher and degree apprenticeship provision. It outlines the framework that the University uses in selecting and regulating subcontractors including the financial arrangements for subcontracted provision. The policy and any updates are published on the UEA website in accordance with the DfE Apprenticeship Funding rules 2025-26.

Introduction and Rationale

See separately published **UEA Apprenticeships Rationale for Use of Sub-contractors 2025-26**

Selection, approval and monitoring of subcontractors

The selection of subcontractors will be informed by the criteria outlined within the UEA Apprenticeships Rationale for Use of Sub-contractors 2025-26 which may be subject to subcontracting thresholds defined by any University strategic procurement exercise.

The University applies its existing processes for approving and managing collaborative partnerships and provision when selecting and managing subcontractors for apprenticeship provision - supplemented, as appropriate, where DfE rules require alternative or additional approaches.

Some delivery subcontractors will be existing validated partners of the University that have already successfully received institutional approval through validation. Through this process (supplemented by any additional processes required by DfE rules applicable at the time) the University collects, and risk assesses, information about a proposed partner or subcontractor to ensure:

- the overall rationale for a proposed subcontract fits with relevant University policies and strategy and the rationale provided above.
- the subcontractor's capacity and track record in providing high quality provision including that it is able to quality assure and improve relevant provision.
- appropriate legal and financial due diligence checks are satisfied (including that the organisation is a legal person, it is not subject to legal proceedings to dissolve or wind up the company, it is up to date with submission of its statutory accounts, and these have been subject to external audit by an independent and qualified auditor) and measures to identify any conflicts of interest.
- there are effective monitoring and performance review procedures to oversee the subcontract in line with DfE rules and requirements.
- there are monitoring triggers and processes to intervene and terminate subcontracts as necessary, including continuity arrangements to transfer or support current apprentices.

Compliance with DfE Rules and evidence requirements

Existing approved University partner organisations would normally be eligible to be considered for subcontracting arrangements, subject to confirmation that they can meet the specific requirements of the subcontract and can satisfy the requirements of any DfE rules.

Proposed subcontractors that are not already approved partners of the University may be considered for approval as a subcontractor via the Academic Partnerships Institutional Approval Process (supplemented by any additional processes required by DfE rules applicable at the time).

The University is responsible for ensuring that it satisfies the DfE's requirements for subcontracting.

Staff involved in selecting and managing subcontractors will normally be those in the Academic Partnerships and Apprenticeships teams with experience in developing and managing academic collaborative partnerships. This will be carried out in conjunction with the appropriate School of Study.

The University will aim to improve the quality of apprenticeship training and/ or on-programme assessment by contributing to the delivery and/ or assessment of the provision as appropriate to the particular apprenticeship programme.

Fees and charges

The University will normally apply 12% fees for the management of the apprenticeship and for supporting any academic provision. Further additional charges may be negotiated between the subcontractor and the University to reflect particular additional services or support the University is providing to apprentices, including direct teaching, learning and assessment.

These fees will reflect the University's costs in procuring and managing subcontracts and associated academic provision. The fee and any substantial changes in fees and charges for subcontractors will be provided to employers in writing on request prior to contracting, and further detailed in the apprenticeship contract for services, which is signed by both parties.

In consideration of the management fee, the University will normally provide the following support to the subcontractor:

- UEA undertakes all admissions activities including shortlisting of applicants and assessing whether they meet the entry criteria. This involves checking evidence requirements and recording data.
- Hosts and supports multiple interview dates, all involving a combination of academics and administrative staff.
- Creation of online materials.
- Preparation of materials.
- Communication with apprentices and employers.
- Administrative activities.
- Academic Practice Support – for all placement activities as appropriate to the apprenticeship standard.
- Administrative support to support teaching, learning and assessment and Learner support including additional needs, concessions and extenuating circumstances.
- Access to online UEA learning systems and programme specific software licences.
- Course Director: Responsible for operational, day-to-day implementation and oversight of programme on behalf of School.
- Support in communicating the apprenticeship offer to employers.

The University will provide potential subcontractors with full contractual terms to apply to all subcontractor payments. Fees and charges will be in line with DfE apprenticeship rules and standard University payment terms.

Publication of information and communications

This policy is published online:

<https://www.uea.ac.uk/business/workforce-development/apprenticeships/statements-and-policies>

Information about the actual level of funding paid to and retained by a subcontractor in each funding year may also be published on that website in accordance with current DfE requirements.

Any substantial changes to this Policy are subject to review and sign off by the Institutional Academic Lead for Apprenticeships on behalf of the University and are published on the University website.



Minor changes and updates to ensure the currency and accuracy of the Policy may be made by the Policy owner and published on the website.

This Policy and an outline subcontract are available to current and potential subcontractors at the point that discussions are opened for new or reviewed sub-contractor arrangements.

Review

This Policy is subject to annual review by relevant Institutional Academic Lead ensure it continues to meet the University's needs and the requirements of the University's contract with the DfE and all relevant funding agency regulations.

Approved by:

Name: Prof Zoe Butterfint, Associate Pro Vice Chancellor Partnerships and Apprenticeships, Chair of UEA Apprenticeship Governance Committee

Signed: 

Date: 27.10.25