**Subcontracting Statement**

**The University of Kent is committed to delivering high quality apprenticeship provision to meet the needs of the Apprentice and the Employer. The delivery of the higher or degree apprenticeship courses will be carried out by the University, except in the limited instances outlined below.**

**Subcontracting Clinical Placement Activity**

When the University began the Level 6 Clinical Trials Specialist Apprenticeship, we did so alongside the subcontractor Clinical Professional LTD t/a Clinical Professional Academics.

The use of Clinical Professionals Academics as a subcontractor was used to deliver clinical training activity within the Clinical Trials Specialist Apprenticeship course and complimented the delivery offered by the University, and by providing expert provision to enhance the opportunities available to Apprentices.

As required by the ESFA, the University is required to reduce the value of our subcontracting provision and have acquired additional staffing to enable us to create our own materials for the Clinical Trials Apprenticeship programme. This will mean that new content for the Clinical Trials Apprenticeship will be created and delivered by the University of Kent from August 2022 (for new apprentices only).

The University of Kent will continue their subcontracting relationship with Clinical Professionals Academics to deliver eligible clinical training to existing apprentices, and those who started between 2019 and July 2022. These apprentices will continue to use the delivery materials designed by Clinical Professionals Academics until 28th October 2023. Any apprentice starting after July 2022 will use materials designed and produced by the University of Kent.

As a subcontractor, Clinical Professionals Academics have contributed learning materials to the following modules. The University of Kent (UoK) have agreed to pay Clinical Professionals Academics (CPA) £850.00 or the appropriate proportion as set out below, per apprentice, per module completed (this is in relation to joint modules with Clinical Professionals Academics and University of Kent only).

* Introductory session with Learning mapped to K1 and K6 (£300 – this module was delivered historically and will not be delivered from August 2022 onwards)
* LABS5150 - Critical Thinking in Clinical Research (UoK 50%, CPA 50%)
* LABS5160 - Data Management and Statistics (UoK 25%, CPA 75%)
* LABS5170 - Document Management, Quality Management and Biological Sample Management (UoK 70%, CPA 30%)
* LABS5190 - Project Management and Decision Making (UoK 5%, CPA 95%)
* LABS6130 - Finance and Corporate Governance (UoK 60%, CPA 40%)

Clinical Professionals Academics have also contributed both materials and delivery on the following module in previous years:

* LABS4151 - Good Clinical Practice, Regulations and Ethics Committees (UoK 50%, CPA 50%)

The price paid for the modules is reasonable and proportionate to the delivery of teaching and learning.

The use of subcontractors in the instances described above have been agreed by the University and the Employer at the start of an apprenticeship where applicable.

The University only enters into a subcontracting relationship with a subcontractor for apprenticeship provision when they are eligible to receive apprenticeship funding, as outlined in the ESFA Apprenticeship Funding Rules. All subcontractors have a contractual relationship with the University and are required to undergo rigorous quality assurance processes and remain compliant with the ESFA Apprenticeship Funding Rules. A designated member of staff in Global and Lifelong Learning (the department which delivers the Clinical Trial Specialist apprenticeship) acts as a subcontractor liaison officer to support these quality assurance and monitoring processes. This is usually the Course Convener and the Quality, Compliance and Improvement Officer, who will hold quarterly quality assurance monitoring with the subcontractor.

**Subcontracting Management Fees**

The University of Kent charges a £400 subcontracting management fee per apprentice, this includes the quality assurance, due diligence, contract management, administrative functions and any other management requirements of the Clinical Trails programme.

**Further Guidance**

Please contact [Global and Lifelong Learning](https://www.kent.ac.uk/global-lifelong-learning/contact-us) if you have any queries on apprenticeship subcontracting.

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| **Approved by:** | **Apprenticeships Governance Committee** |
| **Approved from:** | **October 2022** |
| **Date of next Review:** | **September 2023** |
| **Signed by:** | **Malcolm Dixon** |
|  | **Head of Apprenticeship Governance Committee** |