

Subcontracting Statement

On the 1st of August 2026 the University Kent and the University of Greenwich became academic divisions within the London South East University Group (LASE). The University of Kent will continue to deliver all their apprenticeship programmes under their current UKPRN during a transitional period. All staff from the University of Kent are now employed by LASE which means that the teaching of the apprenticeships is now subcontracted to LASE to enable the same staff members and teaching teams to continue to deliver the apprenticeships. This has been agreed with and approved by the Department of Education and the Department for Work and Pensions.

The University of Kent is committed to delivering high-quality apprenticeship provision to meet the needs of the Apprentice and the Employer. This document describes the subcontracting relationships who support apprentices at the University of Kent (UoK) to achieve their programme of study. This document describes the relationships held between the following subcontractors:

- **Runway Training LTD and the UoK (English and mathematics, Functional Skills, provision)**
- **Clinical Professionals LTD and the UoK (Clinical Trials Specialist Apprenticeship) –**

Please note: The UoK no longer have a subcontracting relationship with Clinical Professionals Ltd and no longer uses materials produced by them. Details of the previous subcontracting arrangement are included in this document for reference purposes in relation to apprentices who remain on programme and previously worked with them.

Maths and English Provision (Functional Skills)

Subcontracting Runway Apprenticeships Limited

Where there is a business need or age requirement for apprentices to have in place Level 2 English and mathematics (Functional Skills) by their apprenticeship gateway it is necessary to appoint a subcontractor to deliver these qualifications. This arrangement enhances the offering that Kent provides, providing expert knowledge to deliver Functional Skills. Although Kent has an existing offer supporting at GCSE standard that runs yearly; the Functional Skills route provided by Runway Training offers more flexibility as there is regular 12- week cycle of delivery, offering multiple start points throughout the year.

This subcontractor will work alongside Kent apprentices who have not obtained Level 2 English and/or mathematics and will coach and will mentor them to attain these qualifications where it has been agreed within the training plan.

Runway Training offers opportunities, online materials, support tutors or Teams sessions to ensure that all apprentice needs are met. This is of particular importance for apprentices as they are based all over the country and fit their studies around their work. The importance of a Functional Skills provision being provided for apprentices cannot be underestimated, as it increases further access and opportunities and supports those who may not have achieved sufficient prior attainment.

The aim of the Services from Runway Training is to deliver Functional Skills in English and mathematics to the Learners engaged in apprenticeships programmes who do not already have a Level 2 equivalent where a need has been identified.

The Services include the following:

- An initial and Basic Skills assessment of the individual's current skills to produce an individualised learning plan for skills development along an appropriate learning pathway.
- Advice, guidance, and mentoring on an individual basis
- Remote tutor support as required
- Facilitate practice examinations
- Online webinars and revision materials
- Register, certificate and administer final examinations
- Examination re-sits as required
- Maintain clear and auditable records to track and monitor learner progress in line with current funding guidelines.
- Provide supporting evidence including but not limited to certificates, learning logs, registers and course evaluation forms.
- Regularly provide learner updates and reports as agreed with the Customer (University of Kent).

As a subcontractor, Runway Training's charges are as follows:

Stage	Evidence	Payment Due
Early Withdrawal	An admin fee applies if a learner leaves programme before a stage payment is claimed	£25 per qualification
1- Registration	Initial Assessment and Diagnostic Assessment completed. Learning plan created and accessed by learner	£225
2 - Learner has completed over 50% of their programme of learning or have moved onto mock exam papers	Individual skills plan evidencing that the learner is 50% or more of the way through their programme or evidence of a sent practice exam	£225
3 - Completion of functional skills qualification	Copy of certificate of achievement from awarding organisation	£274
	Payment Total	£724

The price paid for the Functional Skills support 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 Department for Work and Pensions (DWP) 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 DWP Apprenticeship Funding Rules. A designated member of staff in the Apprenticeship Unit acts as a subcontractor liaison officer to support these quality assurance and monitoring processes. This is usually the Quality, Compliance and Improvement Manager, who will hold quarterly quality assurance monitoring with the subcontractor.

Subcontracting Management Fees

The University of Kent charges a £108.60 subcontracting management fee per apprentice requiring functional skills support, this includes the quality assurance, due diligence, contract management and administrative functions to meet regulatory requirements and high quality training. This reflects 15% of the overall costs per apprentice.

Further Guidance

Please contact apprenticeshipcompliance@kent.ac.uk if you have any queries on apprenticeship subcontracting.

Clinical Trials Specialist

Subcontracting Clinical Placement Activity

The UoK no longer has a subcontracting relationship with Clinical Professionals Ltd and no longer uses materials produced by them. Details of the previous subcontracting arrangement are included in this document for reference purposes in relation to apprentices who remain on programme and previously worked with them.

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

The Clinical Trials Specialist Apprenticeship course utilised Clinical Professionals Academics as a subcontractor to support clinical training activities. Their expert provision complemented the University's offerings, enhancing the opportunities available to apprentices.

As required by the Department for Work and Pensions (DWP), the University was required to reduce the value of their subcontracting provision and acquired additional staffing to create their own materials for the Clinical Trials Apprenticeship programme. New content for the Clinical Trials Apprenticeship was created and delivered by the University of Kent from August 2022 (for new apprentices only).

The UoK continued their subcontracting relationship with Clinical Professionals Academics to deliver eligible clinical training to apprentices who started between 2019 and July 2022, using the materials produced by Clinical Professional Academics. These apprentices continued to use the delivery materials designed by Clinical Professionals Academics, with all apprentices moving over to the UoK material by 2024. Any apprentice who started after August 2022 were supported by the materials designed and produced by the UoK.

As a subcontractor, Clinical Professionals Academics contributed learning materials to the following modules. The University of Kent (UoK) 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 UoK 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 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 was 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 DWP 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 Apprenticeship Funding Rules. A designated member of staff in The Apprenticeship Unit (the department which delivers the Clinical Trial Specialist apprenticeship) acted as a subcontractor liaison officer to support these quality assurance and monitoring processes. This was typically the Course Convener and the Quality, Compliance and Improvement Manager.

Subcontracting Management Fees

Under this agreement, the University of Kent agreed a fee of £400 to support the subcontracting management per apprentice, this includes the quality assurance, due diligence, contract management, administrative functions and any other management requirements of the Clinical Trials programme.

Approved by:	Apprenticeships Governance Committee
Approved from:	July 2026
Date of next Review:	July 2027
Signed by:	Clair Sanderson
	Head of Apprenticeship Compliance