



Chiltern Learning Trust
Postgraduate Teacher Apprenticeship (Level 6)
Subcontracting policy
September 2026-August 2027

Policy name:	Postgraduate Teacher Apprenticeship Subcontracting Policy
Version:	V1
Date relevant from:	1st September 2016
Date to be reviewed:	31st August 2027 <i>This policy will be reviewed every year unless legislation dictates otherwise. Changes in Legislation will need to be read and used to review this Policy.</i>
Role of reviewer:	CTG ITT Team
Statutory (Y/N):	Y
Published on website*:	1

Policy level**:	1
Relevant to:	All CLT Departments
Bodies consulted:	
Approved by:	Board of Trustees
Approval date:	

Key:

* **Publication on website:**

CLT website

- 1 Statutory publication
- 2 Good practice
- 3 Not required

** **Policy level:**

1. Trust wide:
 - This one policy is relevant to everyone and consistently applied across all schools and Trust departments with no variations.
 - *Approved by the CLT Board of Trustees.*
2. Trust core values:
 - This policy defines the values to be incorporated fully in all other policies on this subject across all schools and Trust departments. This policy should therefore form the basis of a localised school / department policy that in addition contains relevant information, procedures and / or processes contextualised to that school / department.
 - *Approved by the CLT Board of Trustees as a Trust Core Values policy.*

Introduction

This policy is a mandatory requirement as part of the ESFA apprenticeship funding rules 2026- 2027. All organisations that subcontract any part of their apprenticeship programmes have to annually review their subcontracting policy ahead of the academic funding period. The policy must be signed off by the person charged with overall responsibility or the organisation in the governance structure. As Chiltern Training Group (CTG) is the accredited provider for the Postgraduate Teacher Apprenticeship Programme this policy has to be published upon the website by the 31st October 2026. The purpose of this policy is to provide accurate and comprehensive information to external agencies on how CLT procures its subcontracted services, the associated costs and how quality will be monitored and managed.

Scope and Context

CTG is the accredited ITT provider by the Secretary of State to deliver teacher training that leads to QTS and as such has full and final accountability for all aspects of training design, delivery and quality across the partnership.

On the Apprenticeship Provider and Assessment Register (APAR) both legal entities CLT is listed as the main provider of the Postgraduate Teacher Apprenticeship programme. In accordance with the apprenticeship funding rules, where the provider buys in the delivery of apprenticeship training and / or on-programme assessment from a third party this is subcontracting and the provider must follow the subcontracting rules.

Subcontracting Due Diligence

Ofsted completed Thematic Monitoring of CTG in June 2025 and found there is a very robust system of quality assurance. Established quality assurance procedures will be used to complete due diligence on third parties who undertake subcontracted work. This will be undertaken by ITT leads and will comprise:

- Moderated quality assurance of facilitated sessions by phase leads and Director of ITT
- Quality assurance of documentation including training slides, curriculum plans and Trainee Development Record notes
- Moderation meetings to ensure assessment judgements are sound
- Subcontractors will make alterations where needed to ensure quality.

CLT will annually conduct a review of due diligence checks on the subcontractor to ensure that the subcontractor continues to be able to deliver the listed services. Further due diligence checks will also take place if there is any material change in the subcontractor that has the potential to impact on its ability to deliver subcontracted services. These include but are not limited to:

- Merger with another provider/organisation
- Change of key personnel e.g. CEO
- Significant changes within the governance structure.
- Any issues that may raise concern about the subcontractor's ability to deliver the programme.

Rationale for Subcontracting

As stated in the *Apprenticeship Funding Rules 2025-26*, there must be a clear rationale for subcontracting. CLT subcontracts aspects of ITT provision to widen the availability of teacher training which supports local and national recruitment into training to teach.

CLT is committed to initial teacher training and to providing local opportunities for apprentices to train to teacher as well as working with other experienced providers within the ITE marketplace in order to increase capacity and capability resulting in high quality ITT provision. Working within the aims of the DfE forming partnerships, using partnership schools as a subcontractor will *enhance the opportunities available for learners* within teacher training (255.1).

As a provider with numerous years of experience in ITE, CLT also knows that it is vital to local schools that apprentices and trainee teachers have a local place of delivery to reduce the travel and commuting time for training. Subcontracting allows CLT to a wider cohort which *supports better geographical access for learners* (255.3).

Subcontracting Services and Associated Costs

The cost of this subcontract is:

- £30 per hour for facilitation

and/or

- £1600 per academic year for lead mentoring.

This cost total is reasonable and proportionate to the delivery of the service.

A written agreement, as part of the *Apprenticeship Funding Rules 2026-27* is also in place from September 2026 between CLT and the subcontractors.

CLT, as the accredited provider leads and maintains the relationship with the apprentice and their employer and the use of the subcontractor is openly shared with clear understanding of the roles of each organisation within the Employer and Main Provider Contract. The associated costs linked to the apprenticeship funding is shared with the employer within the PGTA Contract and Terms and Conditions.

Policy Review and Communication

The policy will be reviewed annually and signed off by the CLT Board of Trustees. It will be published annually on the CLT website.

Declaration of the Use of Subcontractors

Each academic year, CLT will submit two fully completed Subcontractor Declaration forms for the Postgraduate Teacher Apprenticeship programme to the ESFA. The first will be by 31st October and the second by 30th June.