



3.2.4 Sub-Contracting Programme Delivery

Procedure code and title:	3.2.4 Sub-Contracting Programme Delivery
Policy area:	3.2 Quality Assurance
Version Number:	1
Reviewed by:	Quality Assurance Sub-Group
Date approved by Quality Council:	27 th June 2023
Date of Implementation:	1 st January 2024
Review Date:	

Purpose

The purpose of this procedure is to detail how KWETB procures the services of private training providers where there is a need to deliver programmes leading to awards not typically delivered within the internal prospectus of KWETB's FET service, or to provide a rapid response to specific needs in specific geographical areas, which cannot be met through existing provision. (The Contracting Framework is currently being redrafted).

Scope

This procedure applies to all FET Provision and FET Provision-Second Providers. There is an integrated single policy, with integrated procedures for FET Provision and FET Provision-Second Providers.

Preamble

The system of contracting programmes is governed by a procurement process, and successful service providers are contracted for a period of four to five years to deliver further education and training on behalf of KWETB.

The procurement process is managed through KWETB's office of procurement and through FET management. A tender for the provision of programmes of further education and training is published, and sealed applications on behalf of potential providers are submitted to KWETB.

Tenders are evaluated by a select panel according to specific criteria.



The selected contractor(s) are required to operate within the KWETB Single Quality Assurance Framework and within their own approved QA where this is appropriate. Contracted providers may deliver programmes leading to QQI and other awards on the national framework of qualifications.

Sub-contracted provision is overseen by KWETB personnel who are specifically tasked with this. Oversight includes review and evaluation of processes applied by the contractor, review of programme outcomes, assurance of the quality and standard of FET provision delivered by the provider. KWETB officers are responsible for the recruitment of learners, for the admissions process and for documenting of learner records on PLSS.

Contracted providers are responsible for the recruitment of Learning Practitioners, provision of appropriate learning environments including locations and equipment that are to standard, operating to high levels of health and safety, delivery of the programme for FET provision, ensuring that learners are enabled achieve the programme learning outcomes, assessment of learners, and learner evaluation of the programme and experience.

The responsibilities of programme contractors are further detailed in the contract.

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1	KWETB should request a request to tender.
2	Potential Contractors should respond, submitting tenders to KWETB's procurement office.
3	A panel should be convened to evaluate the tenders according to specific criteria, carrying out due diligence and risk assessment.
4	The successful contractor should be awarded the contract and this should be signed off by the Director of Further Education and Training/Chief Executive.
5	The Quality Team should provide the Contractor with training and briefings about the KWETB Quality Assurance system, detailing the responsibilities of the provider and the responsibilities of KWETB.
6	The Contractor should deliver the programme of education and training and assesses learners in line with the stated requirements of the relevant awarding body.
7	The Quality Team should conduct audits of the Contractor and reports on the outcomes to the Quality Council and the Director of FET/Training Manager.

8	The Quality Team should submit assessment results and External Authenticator Reports to the Results Approval Panel for review and approval prior to submission to the awarding body.
9	Evaluations should be reviewed and improvements put in place.



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