

Tutor and Sub-Contractor Policy and Procedure (P08-1)



Purpose

The purpose of this policy is to ensure that the Organisation hires quality tutors and sub-contractors in a fair and consistent manner.

Scope

All tutors and subcontractors hired to deliver teaching and/or training on Waterford Area Partnership programmes

Policy

Waterford Area Partnership is committed to ensuring that Tutors and Subcontractors are suitably qualified to deliver educational and training programmes delivered under our remit.

All tutors (sub-contracted or staff) will be required to produce certificated evidence of teaching and subject matter qualifications.

It is the Policy to assess and rate the candidate against the job requirements, competencies and personal specification.

Waterford Area Partnership is committed to ensuring that there is no discrimination on the grounds of gender, marital or family status, sexual orientation, religious belief, age, disability, race or membership of a travelling community at any stage of the recruitment process or in the terms and conditions offered.

Waterford Area Partnership will maintain a panel of suitably qualified tutors and Sub-Contractors from which we will draw in the course of delivery of programmes. All tutors will submit an expression of interest form, Curriculum Vitae, and a copy of their teaching and subject matter certificates.

The tutor panel will be updated regularly, in line with procurement policies and procedures.

Sub-Contractors will be approved by LCDC in line with SICAP requirements

Procedure

WAP SICAP (Transfer of Services) External Tutors and Sub-Contractors Procedure

1. WAP puts out a call for a Register of Interest by training companies & experienced training sole traders to deliver a range of possible programmes for the SICAP period at the stage of SICAP Annual Programme Planning.

In order to register their interest, companies and sole traders must complete an expression of Interest form (F57) and provide evidence of their staffs' qualifications within their field, and experience of training delivery. In addition, applicants must provide evidence of tax clearance and professional indemnity insurance.

Once all information is received and checked the paperwork is stored on file and the name is added to the SICAP Training/Sub-Contractor list.

2. The LCDC approves the list of external tutors and sub-contractors each year, at the point of annual plan approval and provides a written response to WAP to that effect.

3. The LCDC agrees to review the list as part of its file audit process to enable WAP to engage tutors / sub-contractors in response to an immediate need that may require a sub-contractor/tutor that is not on the existing list, and provides a written agreement to this effect to WAP. As per SICAP requirements a local arrangement regarding the transfer of services (sub-contracts/tutor contracts) is acceptable.

4. When/If A new service need is identified WAP puts out a call for sub-contractors/tutors to deliver the programme if there is insufficient expertise within those on the existing panel. All respondents are requested to complete relevant WAP sub-contractor/tutor panel paperwork as per above. Successful applicants are added to the ongoing SICAP list.

5. As part of the development of the non pre-planned needs response the SICAP staff member engages in a process to identify the best tutor/sub-contractor for the piece of work and a justification form is completed as to why this individuals was chosen.

6. A sub-contract is drawn up for the specific delivery which includes a schedule of services and payments. This also includes reference to the SICAP Code of Practise for Employees, Volunteers, Sub-Contractors & Tutors and WAP/SICAP Complaints Procedure which must be signed off on within the sub-contract agreement.