



Subcontracting Policy

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Policy Purpose

The purpose of this policy is to establish guidelines for subcontracting apprenticeship training to ensure compliance with regulatory requirements, maintain high training standards, and achieve successful outcomes for WEC Group apprentices.

Our aim is to build and sustain a working relationship with our subcontractors whereby we share a common goal of providing all apprentices with high quality teaching, learning and assessment.

Policy Scope

This policy applies to all apprentices enrolled on the Level 3 plate welder apprenticeship with the WEC Group.

Policy Statement

WEC Group is committed to delivering high-quality apprenticeship programs. Subcontracting apprenticeship training will only be considered when it enhances program quality, provides specialized expertise, or addresses capacity limitations.

Our Values

The WEC Group values are:

- 1) **INTEGRITY**- We will operate ethically, reliably and honestly.
- 2) **EXCELLENCE**- We will exceed expectations and strive to be the best we can.
- 3) **POSITIVITY**- We will bring energy and enthusiasm to both our work and learning whilst being supportive of others, our processes, our customers and the Company.
- 4) **TEAMWORK**- We will work together to be more efficient and productive, resulting in increased innovation, higher morale and improved retention.
- 5) **SAFETY**- We will promote a safety culture within the workplace which is fundamental to our operational excellence.

We align our values to the British Values, which are:

- 1) **Democracy**- giving everyone a voice of opinion
- 2) **Individual liberty**- Freedom of speech
- 3) **The Rule of Law**- No one is above the law, innocent until proven guilty
- 4) **Respect and Tolerance**- respect for people of all backgrounds, cultures, ages, genders, faiths, sexualities and beliefs

Selection of Subcontractors

To ensure we select the most appropriate subcontractor who will offer the best service to our apprentices we ensure the following steps are adhered to:

- **Due Diligence:** We conduct thorough background checks and due diligence to assess the subcontractor's qualifications, experience, and track record. This is done through our pre-qualification questionnaire.

- **Compliance:** We ensure the subcontractor meets all regulatory requirements and industry standards.
- **Approval Process:** All subcontractors must be approved by the Governance team. The pre-qualification questionnaires along with the subcontractor's policies are reviewed and signed before written contracts are put in place.

Contractual Agreements

- **Written Contracts:** Once the Governance team have reviewed a pre-qualification questionnaire and the subcontractors' policies, a written contract is then drafted. The contract for services outlines roles, responsibilities, deliverables, timelines, and performance metrics.
- **Compliance Clauses:** The Contract for services includes clauses that require subcontractors to adhere to all applicable laws, regulations, and organisational policies.
- **Termination Clause:** Should the subcontractor fail to adhere to the high standards the WEC Group expect or become non-compliant with the applicable laws, regulations or WEC Group policies then the termination clause within the contract will be enforced.

Monitoring and Evaluation

- **Performance Monitoring:** The Apprenticeship Group coordinator will regularly monitor subcontractor performance through phone calls, apprenticeship progress, and feedback from apprentices.
- **Evaluation Metrics:** Subcontractor performance will be monitored by evaluating, apprentice satisfaction, completion rates, and achievement of learning outcomes.
- **Continuous Improvement:** At the WEC Group we are always striving for continuous improvement and we will review our subcontractors on a regular basis and implement feedback to enhancing the apprenticeship.

Roles and Responsibilities

<u>Job Title</u>	<u>Person</u>
Managing Director/ Chair of Governors	Steve Hartley
Training Manager	Kris Mercer
Instructor- Rotherham	Jason Bradder
Instructor- Rotherham	Alex Medlock
Instructor/ Technician	Phil Hosey
Group Apprentice Coordinator	Edd Belshaw
Group HR Manager/ Governor	Gemma Kennedy

The Apprentice Engineering Academy Management staff are responsible for:

- Supporting the approval of the Subcontracting policy.
- Directing and supporting the wider WEC Group leadership and management team as Needed.
- Retaining a copy of this policy for immediate reference purposes.

The Apprentice Engineering Academy staff are responsible for:

- Familiarising themselves with the Subcontracting policy.

Review and Continuous Improvement

This Subcontracting Policy will be reviewed annually- additional reviews may be needed during the year in the event of any failure to adhere to the high standards the WEC Group expect or should the subcontractor become non-compliant with the applicable laws, regulations or organisational policies.

NEXT REVIEW DATE: 27/11/2025

SIGNED:

DATE:

Steve Hartley, Managing Director

Contact Details

WEC Group Managing Director: Steve Hartley
Human Resources: Gemma Kennedy, Group HR Manager
WEC Group Designated Safeguarding/ Prevent Lead: Edd Belshaw
WEC Group Safeguarding/ Prevent officers: Gemma Kennedy (Mental Health First aider) Kris Mercer Alex Medlock Naomi Coates (Mental Health First aider) Jason Bradder Phil Hosey
WEC Group Engineering Academy Governing Team: Steve Hartley- Chair of Governors Gemma Kennedy- Governor Jamie Sharp- Governor Neil Burrows- Governor

Derrick Connelly Chris Dickinson
