

Challenge Training Studios' Sub-Contracting Policy

Introduction

Challenge Training Studios is committed to providing high quality services, and so all sub-contractors carrying out work on behalf of Challenge Training Studios need to adhere to our standards and work ethics. This policy outlines the requirements for sub-contractors when providing service for us.

Scope

This policy is aimed at any sub-contracted service or personnel providing work for our centre. Please note: the Law now requires companies to have a sub-contracting policy in place prior to undertaking any sub-contracting work.

The Policy

Challenge Training Studios will provide sub-contractors with all current policies that they need to comply with. Challenge Training Studios will undertake continuous supervision to ensure sub-contractor's compliance against these policies and requirements.

Rationale for sub-contracting

Challenge Training Studios from time to time may use sub-contracting services to meet the demands of our business. The need for use of sub-contractors will be based upon the current business requirements and/or the range of competencies of the work/contracted employees already in place at Challenge Training Studios.

Quality Improvement

Challenge Training Studios will ensure quality and consistency of the delivery of Active IQ qualifications, and compliance against our policies for all our sub-contracted staff. The quality of sub-contracting services will be monitored and managed through our (Centre Note: insert here the name/role/ department who will manage this area). This will ensure both quality and consistency in delivery standards in line with those completed by Challenge Training Studios's employed staff.

Challenge Training Studios will use self-assessments as well as other effective practices to ensure we keep our high-quality of services and consistency in delivering Active IQ qualifications. Challenge Training Studios will provide all current and potential sub-contractors with a copy of this policy. We will also provide a list containing the fees to be paid for each sub-contracting work/task, as well as the payment terms and conditions that form part of the contract between Challenge Training Studios and the sub-contractor.

Communication

The agreements for sub-contracting services will be reviewed and updated on an annual basis by Challenge Training Studios . Where agreements need to be recalculated and/or re-negotiated, this will be communicated at the end of each year (changes in contractual terms and conditions or fees).



All sub-contractors will receive a contract, and failure to comply with contractual agreements may result in the withdrawal of the sub-contractor's service from Challenge Training Studios. Sub-contractors that fail to comply with the contract may also not receive the fees previously agreed, and dependant on the severity of the breach of contract, the contract may be revoked once legal guidance has been sought.

Thank you for your contribution and commitment to making our policy work.