



Subcontractor Performance review Meeting Agenda

Subcontractor:

Date of meeting:

Subcontractor representatives at meeting:

Professional Training Solutions representatives at meeting:

Current Occupancy	<i>Insert funding stream, e.g., apprenticeships, traineeship, AEB, ESF</i>		Insert funding stream if more than one, *if more than one please include % split of overall contract value with PTS	
Achievement Rates	Overall	Timely	Overall	Timely
	%	%	%	%
Risk Monitoring (RAG)	RAG – Comments		RAG – Comments	

	Main Funding stream -	Second funding stream -
Profile data	<p>Since last meeting Learner numbers New starts = Completers = Withdrawn without completing = Out of Funding Learners =</p> <p>Discuss variances against profile or concerns on any of the above</p> <p>Allocation = £</p> <p>Current delivery forecast is = £</p> <p>Discuss under/over forecast.</p>	<p>Since last meeting Learner numbers New starts = Completers = Withdrawn without completing = Out of Funding Learners =</p> <p>Discuss variances against profile or concerns on any of the above</p> <p>Allocation = £</p> <p>Current delivery forecast is = £</p> <p>Discuss under/over forecast.</p>
Quality	<p>SAR Date produced: Grade: Updates since last meeting: Date planned for next SAR:</p>	

Quality	QIP progression Date produced: Updates on progress with plan since last meeting: Reasons for any underperformance against plan: Date planned for next QIP:	
	Results – Headlines or areas of concern from report <i>*See report produced dated same as meeting date</i>	
	Main Funding stream – 	Second Funding stream –
	Quality audits (auditing their quality assurance arrangements) Date of last meeting: Progress against action plan: Date of next meeting: Quality of Delivery No of lesson observation since last meeting. % outstanding - % good - % requires improvement - % Inadequate - Teacher performance actions, support in place –	Quality audits (auditing their quality assurance arrangements) Date of last meeting: Progress against action plan: Date of next meeting: Quality of Delivery No of lesson observation since last meeting. % outstanding - % good - % requires improvement - % Inadequate - Teacher performance actions, support in place –

<p>Compliance Funding & paperwork</p>	<p>Date of last audit: Error rate: Progress against action plan: Date of next audit:</p>	<p>Date of last audit: Error rate: Progress against action plan: Date of next audit:</p>
<p>Staffing CPD, DBS, Qualified, training: H&S, E&D, Safeguarding and Prevent. Review staff matrix</p>		
<p>Learners on an agreed break in learning</p>	<p>List each learner below with the start date of the break and provide an update on their status.</p> <p>Return to learning actions:</p>	<p>List each learner below with the start date of the break and provide an update on their status.</p> <p>Return to learning actions:</p>
<p>At risk learners and planned mitigation</p>	<p><i>Any known issues likely to result in withdrawal of specific learners, e.g., poor attendance for AEB sessions, failure to attend review meetings, employers not paying apprenticeship co-finance contributions, etc.</i></p>	

Learning Support learners	List all learners with details of support provided since last meeting. Include planned date for needs to have been fulfilled and learning support funding ending. Details of any learners with needs not able to be met.	
H & S issues	For learners: For staff: Hot topics / other general developments	
E & D Issues	For learners: For staff: Hot topics / other general developments	
Safeguarding Issues	For learners: For staff: Hot topics / other general developments	
Prevent issues	For learners: For staff: Hot topics / other general developments	
KPI's	For example a. Achievement Rate % b. Timely Rate % c. Less than 5% compliance error rate Their actual performance against the KPIs: a. b. c.	For example d. Achievement Rate % e. Timely Rate % f. Less than 5% compliance error rate Their actual performance against the KPIs: d. e. f. g.

Matrix accreditation expiry date	
Progress with obtaining Cyber Essentials and Cyber Essentials Plus	Progress with obtaining Cyber Essentials: Progress with obtaining Cyber Essentials Plus: Or if already held, expiry dates of certificates:
PTS Manager comments / issues	

Subcontractor comments / issues	
Date of next meeting	
Signatures	PTS: Sub-contractor:

Subcontractor action plan

Development need / action Include actions outstanding from last one to one	How will subcontractor meet this need/action?	Target date	Review date	Target met? Review comments

Subcontractor Mgr Name..... Signature:..... Date:.....

PTS Mgr Name:..... Signature:..... Date:.....