

TITLE	Fees Policy 2018-2019 Annex 3 Subcontracting – Supply Chain Fees & Charges Policy
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RESPONSIBLE OFFICER	Principal
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Fees & Charges Policy - ANNEX 3

Subcontracting – Supply Chain Fees & Charges Policy 2018-2019

Background

Education and Skills Funding Agency (ESFA) Procurement Rules require each provider to publish its subcontracting policy and fees charges.

Context:

Redbridge Institute currently subcontracts with 1 training provider.

Strategic Objectives

Working in partnership with sub-contractors underpins the strategic plan by helping to meet the following strategic objectives:

Learners

To keep learners at the centre of all we do ensuring their safety and wellbeing, providing effective support and involving them in planning and improving our services. By working with key partners, we are able to support the community to access teaching and learning that we, as Redbridge Institute, do not have the resources to provide directly.

Curriculum and Quality

To provide easy access to a wide range of high quality courses which meet the needs of learners and the local communities and businesses we serve. Again, working with subcontractors allows us to offer a wider and greater choice of learning to the local community.

Collaboration and Partnership

To work effectively with the voluntary and community sector, the business community, schools and other stakeholder organisations to increase learner participation and progression to further study and work by offering a wider and great choice of learning to the local community. Examples include: specialist adult skills training; access to Apprenticeships, or access to specialist training for adults with Learning Difficulties and or Disabilities (LLDD) and young people not currently in education, employment, or training (NEET) provision.

Finance

To ensure a robust financial position in a time of reducing Government funding through efficiencies, targeted growth, diversification and development of shared services

Subcontracting Process

Process	Action	Further details
Stage 1	Expression of Interest Submitted	Request sent into Principal
Stage 2	Due Diligence checks Pre-screening checks completed, these include: ID checks (e.g. companies house, charity commission), confirmation of UKPRN, successful assurance gateway submission(if relevant), FE choices score (if relevant), National Success rates(if relevant), ICO Registration, Financial Health), Health and Safety, Awarding Body registration. Preliminary partnership meeting	Principal or Assistant Principal Finance & Resources with support from Facilities Manager and relevant Assistant Principal for Curriculum
Stage 3	Supply chain fees and charges policy is communicated to and discussed with proposed subcontractor	
Stage 4	Service Level Agreement and contract completed and signed by all parties	Principal agrees contract and Service Level Agreement with subcontractor
Stage 5	Partnership meetings initiated to monitor contract performance and review supply chain fees and charges policy	Principal, together with relevant Assistant Principal, initiate regular cycle of partnership monitoring meetings.

Redbridge Institute reserves the right to terminate the process at any of the above stages. The process will stop and feedback will be given. If successful, all due diligence evidence will be stored for the duration of the contract.

The Importance of High Quality Teaching, Learning and Assessment

High quality teaching, learning and assessment are crucial to the success of learners on subcontracted provision. As a result Redbridge Institute has the following expectations of subcontractors:-

- i) Subcontractors to attend regular partnership meetings to support monitoring and the success of the subcontract.
- ii) Subcontractors undertake effective continuous professional development of their staff and as such would be invited to the Institute's own CPD programme.
- iii) The Institute provides relevant development opportunities arising from both observation and learner feedback to relevant staff of subcontractors
- iv) Opportunities to share outstanding practice are identified and implemented
- v) Subcontractor teaching, learning and assessment is observed by either subcontractor or Redbridge Institute staff as agreed by the Assistant Principal Quality at Redbridge Institute. Feedback to teaching or

assessment staff of the subcontractor is to help drive improvement, but is sensitive and supportive.

Fees

The subcontractor will set its own fees policy which must be agreed by Redbridge Institute.

Redbridge Institute will charge a management fee of 15%. For this Redbridge Institute will offer the following support :-

- i) Management Information support
- ii) Regular performance monitoring reports for Partnership meetings
- iii) Marketing Opportunities, e.g. free advertising in the Redbridge Institute prospectus.
- iv) Regular help desk support
- v) Partnership meetings to undertake sub-contract performance and to communicate and discuss supply chain fees and charges policy
- vi) Quality review of course and learner documentation
- vii) Support for improving Teaching, Learning and Assessment, including access to in-house CPD
- viii) Access to discretionary financial learner support for eligible learners

In addition to teaching and operational costs incurred in meeting the terms of the contract, subcontractors are expected to meet Additional Learning Support needs from payments made to the subcontractor under the terms of the contract.

Subcontractor Declaration

The college will ensure that the following details are recorded:

- a) Name of the subcontractor
- b) UKPRN number of the subcontractor
- c) Contract start and end date
- d) Type of provision including relevant learning aims
- e) Funding paid to subcontractor
- f) Funding retained by the college for management fee

Payments

Payment will be made to each subcontractor in accordance with the service level agreement.

Redbridge Institute reserves the right to review any historical arrangement at the end of an agreed sub-contract period.

No payment will be made in relation to the participation in a programme of any learner who is not eligible under funding rules:

If Redbridge Institute pays the price to the Sub-contracted partner in relation to any Learner who is subsequently demonstrated not to be eligible for payment of the Funding by the Funding Agency, the Institute will be entitled to be fully refunded by the Sub-contracted partner. At the discretion of the Institute such refund will either be payable within 30 days on notice by the college to the Sub-contracted partner or

may be deducted from the price payable in relation to the subsequent payment period.

If (in respect of any Funded Learner) the Funding Agency shall for any reason whatsoever (being a reason outside the control of the Institute) refuse or fail to pay the fees of any funded learner Redbridge Institute shall be under no obligation to pay any part of the price relating to that funded learner to the sub-contractor and any part of the price relating to the said funded learner shall be fully refunded to the Institute by the sub-contractor.

Redbridge Institute will not be under any obligation to make overpayment to the Sub-contracted partner in respect of Learners or Funding over and above any upper limit on the number of Learners of Funding (as the case may be) permissible on the programme(s) which is agreed between the parties.

Redbridge Institute reserves the right to restrict the level of funding to that agreed depending on monitoring performance, and the total demand on the Institute's funding. Redbridge Institute will serve the sub-contractor eight weeks' notice of the implementation of such a restriction.

Timing for Policy Review

This policy will be reviewed by the Governing Body with the fees policy on an annual basis and published on the Institute's website.

Current subcontracting arrangements

Redbridge Institute currently subcontracts with the following:

The Redbridge Council for Voluntary Service				
UKPRN	10005411			
Contract dates	1 st September 2017 – 31 st July 2018			
	2014-2015 Actual	2015-2016 Actual	2016-2017 Actual	2017-2018
Funding earmarked from Adult Education Budget	£46,800	£46,800	£46,800	£46,800
Funding paid to Subcontractor	£39,780	£39,780	£39,780	£39,780
Funding retained	£ 7,020	£ 7,020	£ 7,020	£ 7,020