

Policy:

Subcontracting Supply-chain Fees and Charges

Date approved:	25 May 2019	Review Date:	26 May 2020		
Approved by:	Senior Management Team				
Relevant to (please ✓):	<input checked="" type="checkbox"/> Vocational	<input type="checkbox"/> A Level	<input checked="" type="checkbox"/> HE	<input checked="" type="checkbox"/> NETA	<input checked="" type="checkbox"/> WBL
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1. Policy Statement

Stockton Riverside College is committed to growing and diversifying the range of courses it delivers to widen participation, deliver to niche markets, engage in new and emerging markets and meet the regional and local economic development agenda. In order to achieve this, the College has taken the strategic decision to subcontract part of its provision to partner organisations who can demonstrate high quality delivery.

The policy and processes will adhere to the following underlying principles:

- To ensure compliance with all legal and contractual requirements
- To achieve value for money
- To conduct all activities in a collaborative manner with integrity at all times
- To apply open, fair, transparent and non-discriminatory practices.
- To undertake a thorough risk assessment of the full supply chain and manage any risks accordingly

2. Scope

The Policy applies to all subcontracted partner organisations.

3. Subcontracting Rationale

Upon commencement of the subcontracting process, Stockton Riverside College will consider a Business Case Proposal to ensure that the subcontracting aligns with the aforementioned activity principles.

We will ensure that:

- The proposed delivery is in the best interests of learners and employers
- The proposed delivery has a clear strategic fit with our mission, objectives and values
- There is sufficient expertise within the College to quality assure the provision
- There is sufficient staff resource in support areas to administer the processes
- The Subcontractor is approved by our due-diligence process
- There is sufficient funding available within our funding contract
- The Subcontractor agrees to work within the terms of our contract

4. Improving the Quality of Teaching and Learning

Subcontracted partners will be expected to meet Stockton Riverside College's quality assurance standards with the College being committed to supporting, developing and sharing good practice and professional development of staff through quality reviews, operational meetings, observations of teaching and learning and learner and employer feedback. As with college directly delivered activity, stretching retention and achievement rate targets will be set for all Sub-contracted provision.

Subcontracted activity is a fundamental part of Stockton Riverside College's provision. The quality of the provision will be monitored and managed through our existing quality improvement process with the College's Self-Assessment Report / Quality Improvement Plan process ensuring continuous improvement in all parts of the learner journey.

Stockton Riverside College will support, develop and share good practice through; quality reviews; operational meetings; observations of teaching and learning and learner and employer feedback.

5. Management Fees

Stockton Riverside College retains a management fee from all subcontracted partner organisations, this ranges from 15% to 35%. The fees charged reflect the cost of the procurement process and the management of the contracts.

Subcontractors working with Stockton Riverside College receive a high level of support and guidance and access to College systems. Below follows an outline of the college roles and responsibilities in relation to sub-contracting work. This is not an exhaustive list, as partner needs vary:

Enrolment:

- Support with enrolment and administration procedures including initial training and regular updates / refresher sessions
- Enrolment information including the supply and distribution of student information and procedures
- Registers, tracking of attendance, reconciliation and students transfers and withdrawals ensuring timely data returns
- Supply of necessary documentation
- Support with Funding Rules compliance
- Regular national updates regarding funding and policy guidance
- UK Border Agency (UKBA) advice, guidance and monitoring

Data:

- Management Information Services and data control advice
- Student tracking, reporting of highlighted issues
- ILR completion and maintenance, bespoke runs, provision of ILR data to partners for QA monitoring and invoicing purposes
- Funding approvals, eligibility checking of proposed qualifications
- Partnership approvals
- Due diligence procedures
- Data Protection, Freedom of Information requests
- Where learners are aged <18 tracking of attendance
- Bursary entitlement

Contracts:

- Issuing of apprenticeship contracts to both levy-paying and non-levy-paying organisations

Invoicing:

- Calculating, raising, reconciling, authorising and timely payments of invoices
- Monitoring and following-up payments from levy paying employers for which partners are delivering provision

Exams:

- Exam registration and accreditation services including certificate distribution and proof of achievement
- IV / EV where appropriate
- Achievement Rate data collation and reporting, action planning for early intervention if falling below MLP
- Processing of achievement data / progression boards

Quality Assurance:

- Quality management systems
- Audit of management systems and delivery and observation of teaching, learning and assessment
- Announced and un-announced visits
- Teaching, Learning and Assessment tools and development
- Monitoring of tracking systems and processes
- Observation of teaching and learning
- Maintenance of partner files
- Inclusion in audit and internal inspection processes
- Quality surveys with feedback to partners

- Health & Safety and risk assessment
- Tutor approvals

CPD:

- CPD opportunities and planned training and development
- Involvement in cross college events
- IAG and progression opportunities available to all learners

Safeguarding and Prevent:

- Safeguarding of Young People and Vulnerable Adults procedures
- Compliance of Prevent including risk assessment and staff development

Other:

- Compliance investigation
- Dispute resolution
- Any other reasonable support or assistance which can be offered by the College
- Use of College premises and resources
- Recruitment of learners

Not all subcontractors are charged the same management fee, differences in fees are dependent upon the level of support required, the experience of the Subcontractor, their target learners; their track record, published achievement rates and the level of risk as determined by the due diligence and on-going monitoring processes.

A further enforced management charge may be applied where a Subcontractor has a high risk score and additional controls are required to manage and monitor the subcontractor's performance.

Further management charges may be mutually agreed between the College and the subcontractor.

The Education and Skills Funding Agency (ESFA) will publish the College's actual level of funding paid and retained for each subcontractor using the information submitted to them by the College via the Subcontractor Declaration on the Skills Funding Service website.

6. Payment Arrangements

Payment arrangements will be determined and governed by the contract agreed between the College and the Subcontractor.

Payments will only be made to the Subcontractor once the College has received the funding from the Funding Agency or its successor funding body.

Apprenticeship start payments are subject to a minimum stay of 6 weeks. No start payment will be made until after the minimum stay period.

The College will pay Subcontractors an agreed percentage for learners on programme as set out in the contractual agreement when all contractual requirements (specifically those relating to quality and funding rules) have been met.

95% of the payment fee will only be made on reported milestones after the relevant evidence has been substantiated by Stockton Riverside College. 5% will be retained by Stockton Riverside College until the successful audit from the ESFA or the end of the contract whichever is sooner.

7. Policy Communication

The Policy is available on-line at <https://www.stockton.ac.uk/for-business/work-with-us/> and can be made available in hard copy upon request. The Policy will be discussed with all current and future subcontractors during contract negotiation meetings.

8. Funding Information

The following is included in our supply chain fees and charges: name of subcontractor, UKPRN number, contract start and end dates, type of provision, funding received from ESFA, funding paid to Subcontractor, funding retained by prime contractor, any funding paid to prime from Subcontractor for services. For more detailed information contact gary.potts@stockton.ac.uk

9. Policy Review

The Policy will be reviewed on a regular basis and/or when significant changes in the Funding Rules.