

SUPPLY CHAIN

FEES AND CHARGES POLICY – 2017/18

SCOPE

Policy Rationale

Sunderland College is committed to providing high quality provision which responds to the needs of local learners and communities, regional economic agendas and government priorities. The college wish to extend and diversify the range of courses delivered to engage new and niche markets; widen participation and respond to emerging needs. As part of this strategy Sunderland College is committed to developing two way partnerships with high quality, low risk supply chain subcontractors to deliver education and training.

GENERAL POLICY

Teaching and Learning

The College is committed to outstanding teaching, learning and assessment. Sunderland College will support, develop and share good practice with subcontractors through quality reviews, operational and compliance meetings, lesson observations, CPD opportunities and employer and learner evaluations. In addition, subcontractors will have access to college policies and procedures.

In order to facilitate the effective management of subcontractors, a management fee in the region of 20% - 30% is deducted reflecting the cost of procurement, services, support and management of the contracts. Sunderland College can also provide additional services which will be reflected in the management fee.

All subcontractors receive a high level of support and guidance. Below follows an outline of the college roles and responsibilities in regards to partnership work. This is not meant to be an exhaustive list as subcontractor needs do vary.

Enrolment:

- Support with enrolment and administration procedures including initial training and regular updates/refresher sessions
- Enrolment information including supply and distribution of student charters and disciplinary procedures
- Registers, tracking of attendance, reconciliation and student transfers and withdrawals ensuring timely data returns within census points
- Supply of necessary documentation

Data:

- Student tracking, reporting of highlighted issues
- ILR completion and maintenance, bespoke runs, provision of ILR data to subcontractors for QA monitoring and invoicing purposes
- Funding approvals, eligibility checking of proposed qualifications

- Partnership Approvals, due diligence process
- Data protection, Freedom of Information requests
- Where learners are aged 16-18 tracking of attendance to ensure entitlement to bursaries

Invoicing:

- Calculation, raising, reconciliation, authorising, timely payments

Exams: (NB: this service will incur a higher management fee)

- Exam registration and accreditation services including certificate distribution or collection of proof of achievement where subcontractors are own accredited centres.
- IV/EV where appropriate
- Processing of achievement data, assessment boards

Quality Assurance:

- Announced and un-announced visits
- Observation of Teaching and Learning
- Success Rate data collation and reporting, action planning for early intervention if Success Rates fall below MLP
- Maintenance of subcontractor files
- Inclusion in audit and internal inspection processes, provision of partnership handbooks
- Help with RTO issues including business cases, references, performance reports
- Quality surveys with feedback to subcontractors including Action Plans or intervention strategies should feedback fall below minimum standards
- H&S checks of venues, Risk Assessments where appropriate
- Tutor approvals

CPD:

- Subcontractors are invited to cross college events
- Advice is given re Safeguarding, Prevent and British Values procedures
- IAG and progression opportunities are available to all learners

Other:

- Complaint investigation
- Dispute resolution
- Any reasonable support or assistance which we can offer that a subcontractor might need.

Subcontractors also get a direct link with a named person in our Partnership Office for dealing with any ad-hoc queries and a named manager as your primary link with the college.

Variations to the partnership contribution take into consideration previous experience and delivery history; market forces; support requirements; target audience and locations of delivery; success rates; Awarding Body costs; OFSTED; EQA reports and levels of risk determined by due diligence. All fees charged are intended to cover costs of procurement and managing the contract. This policy maintains other college policies including fee contribution to college overhead.

Payment Terms

Payments are made to subcontractors once received by the Skills Funding Agency or equivalent. Calculations are determined by details on the ILR which is run on a monthly basis. We will pay subcontractors within 30 days of receipt of a valid, undisputed invoice.

The college defers 10% of the value of on programme payments for each learner until a learner is reported in the ILR as achieved (Timely Framework Achievement for Apprenticeships) or continues into the next academic year and all conditions outlined in the contract are met.

Apprenticeship payments are subject to the minimum 6 week stay. No start payment will be made until after the minimum stay payment.

Achievement will be included once evidence has been received that learners have received certification.

Publication of Payment Data

The actual level of funding paid and retained for each subcontractor will be published within 30 days of the final ILR closing in a Fees and Charges statement. This will be available on the college website. Information included in this statement:

- Name of subcontractor
- UKPRN number of subcontractor
- Contract start and end date
- Type of provision e.g. apprenticeships, workplace learning; classroom learning
- Funding received from the Skills Funding Agency for provision delivered by each subcontractor
- Funding paid to subcontractors for provision delivered in academic year
- Funding retained by the College for each subcontractor
- Any funding paid to the College for services/support provided in connection to the subcontracting arrangement.

Policy Communication

This policy is communicated to and discussed with subcontractors as part of our contract clarification.

This policy is published in the public domain, available at <http://sunderlandcollege.ac.uk/about-us/subcontracted-training-partners/> and supplied to all new and existing subcontractors. If you require a hard copy of alternative format and/or language please contact the partnership office on 0191 5116000

MONITORING

We regularly review all our college policies to ensure equal opportunities. This policy will be reviewed on an annual basis or when significant changes occur.

Date of Policy Review: July 2017

Next Review Date: July 2018