

# **SUPPLY CHAIN**

## **PAYMENT POLICY – 2018/19**

### **SCOPE**

#### **Policy Rationale**

Sunderland College is committed to putting excellence into the heart of everything we do. This means we are continually striving to develop and maintain outstanding partnerships and student outcomes. We expect high quality provision which responds to the needs of students, local communities, regional economic agendas and government priorities. This is why we are focussed on extending and diversifying the range of courses delivered to engage new and niche markets; to widen participation, and respond to emerging needs. As part of this strategy we are deeply committed to developing two way partnerships with high quality, low risk supply chain subcontractors to deliver only the best education and training.

### **GENERAL POLICY**

#### **Teaching and Learning**

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

The college will pay subcontractors in the region of 75%-80% of the funding available. To ensure the effective management of subcontractors, we provide a range of services including procurement, support and contract management. In addition, 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, forecasting, and utilising data for early intervention
- 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 students are aged 16-18 tracking of attendance to ensure entitlement to bursaries

- Reporting on essential CPD training completion rates with expectations for 100% timely completion

#### Invoicing:

- Calculation, raising, reconciliation, authorising, timely payments

#### Exams:

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

#### Quality Assurance:

- Announced and un-announced visits
- Observations of Teaching, Learning and Assessment
- Achievement Rate data collation and reporting, action planning for early intervention if Achievement Rates fall below MLP
- Maintenance of subcontractor files
- Inclusion in audit and internal inspection processes, provision of partnership handbooks
- Help with RTO & RoTAP 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 students
- Expectations to complete essential training

#### 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.

Payments take into consideration previous experience and delivery history; market forces; support requirements; target audience and locations of delivery; achievement rates; Awarding Body accreditation; OFSTED; EQA reports and levels of risk determined by due diligence. This policy maintains other college policies including fee contribution to college overhead.

#### Payment Terms

Payments are made to subcontractors once received by the Education & 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 student until a student 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 students have received certification.

#### Publication of Payment Data

The actual level of funding paid to each subcontractor will be published by the Education & Skills Funding Agency in line with their published guidelines.

#### 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 2018**

**Next Review Date: July 2019**