

<b>Process for: G&amp;M 1n</b>	<b>Subcontractor Fees and Charges Policy</b>
Process owner:	Head of Apprenticeship and Workplace Learning
To ensure that:	Fees and charges are applied consistently and in line with college policy
Which applies to:	Subcontractors
Monitoring and evaluation:	Finance & Resources Committee - termly reports

**Introduction**

This policy applies to all partnership activity supported with funds supplied by the Education and Skills Funding Agency (ESFA) or any successor organisations.

**Context**

This policy is a mandatory requirement that must be in place prior to participating in any partnership activity, funded by the ESFA. The content of this policy has been developed in line with AoC/AELP Common Accord, the ESFA funding rules and the LSIS Supply Chain Management document.

**Overarching Principle**

The College is committed to being the provider of choice for employer engagement and workforce development training. The College has taken the strategic decision to work with high quality partner providers, to complement the existing provision offered by BCoT, to respond to emerging opportunities and meet the needs of learners and employers across a broad range of sectors.

The College will ensure that:

- Partnership activities comply with the principles of best practice in the skills sector. In particular they will be guided by the principles given in the LSIS publication “Supply Chain Management – a good practice guide for the post-16 skills sector” (Nov 2012 and subsequent iterations). In addition, partnership activities will comply with ‘Reforms to subcontracting education for learners over 16’ (Mar 2021).
- The College will at all times undertake fair and transparent procurement activities, conducting robust due diligence procedures on potential subcontractors to ensure compliance with the Common Accord at all levels and to ensure the highest quality of learning delivery is made available, demonstrating value for money and a positive impact on learners and employers.
- The funding that is retained by the College will be related to the costs of the services provided. These services, and the levels of funding being retained for them, will be clearly documented and agreed by all parties. The rates of such retained funding will be commercially viable for both sides and will be negotiated and agreed in a fair and transparent manner. They will be proportionate to the actual services being provided.

**Rationale for subcontracting**

Sub contracted provision will be an integral part of the College’s curriculum offer to better meet the needs of learners and employers to add value in line with the college’s strategic plan.

Subcontracted activity will be by exception to:

- Enhance the opportunities available to young people and adults.

Date Reviewed: Oct 2023	Date Impact Assessed: Oct 2023	Review Due: Oct 2024
-------------------------	--------------------------------	----------------------

- Fill gaps in niche or expert provision, or provide better access to training facilities.
- Offer an entry point for disadvantaged groups.
- Support better geographical access for learners.

The college is committed to supporting the needs identified by the M3 Local Enterprise Partnership (LEP).

### **Quality Assurance**

The Finance and Resources Committee, on delegated authority from the Board of Corporation, will approve all subcontracting arrangements and monitor progress towards set objectives on a termly basis.

The Head of Apprenticeship and Workplace Learning is responsible for ensuring that high quality provision is delivered by all partner providers and has ultimate responsibility for monitoring the quality of this provision.

The College's quality assurance procedures and processes apply to all partnership activities. In line with our Quality Improvement strategy, we will support, develop and share good practice with all partner providers, to secure continuous improvement, through quality reviews, compliance visits, monitoring meetings, observations of teaching and learning and learner and employer feedback, as appropriate to the subcontracted activity.

### **Funding**

The college will retain a proportion of the funding (up to 20%) paid per learner. The agreed percentage is dependent on the activities being undertaken and the level of support required to maintain provision of the highest quality. Target learner numbers, previous experience, success rates and the level of risk, determined by the due diligence process, will also be considered.

The precise support given to each partner may include:

- Advice and guidance at the pre-contract stage
- Site visits
- Observations of teaching, learning and assessment
- Tutor support
- Observation of IAG, enrolment and examination session
- Participation in IAG and enrolment sessions
- More rigorous verification
- Support with funding rules compliance
- Regular financial reports to support invoicing
- Ongoing support to address any areas for improvement
- In depth check of evidence submitted and regular feedback on issues identified
- Input of enrolment documentation and ILR processing

The College may also retain funding to cover the cost of any funded activity that it might undertake on behalf of the partner.

### **Payment arrangements**

Payments due will be calculated on a monthly basis following the ILR upload. Payment will be made to the Partner within 30 days of receipt of an invoice, subject to compliance with contract conditions.

### **Funding Data**

Data regarding the actual level of funding paid and retained for each partner provider will be published on the College's website within 30 days of the final ILR closing.

Date Reviewed: Oct 2023	Date Impact Assessed: Oct 2023	Review Due: Oct 2024
-------------------------	--------------------------------	----------------------

**Policy Review**

This policy will be reviewed on an annual basis and updated as required.

**Communication**

This policy is available on the college web site at <https://www.bcot.ac.uk/about-bcot/policies-and-statements/> Potential partners will be directed to it as the starting point in any relationship. It will also be discussed with current partners during review meetings.

**Supporting Documentation:**

AoC/AELP Common Accord	
LSIS Supply Chain Management document	
ESFA Funding Guidance (issued annually)	
Reforms to subcontracting education for learners over 16	

Signed



Anthony Bravo  
Principal

Signed



Mike Howe  
Chair, Board of Corporation