

## 2017-2018 Sub-contract Management Fees and Charging Policy

### Introduction

The purpose of this policy is to define the basis on which any subcontracting arrangements will be managed. This policy applies to all provision that is sub-contracted by First College and is supported with funds supplied by the funding organisation.

This policy positions sub-contracted provision as a core part of our activity to enable continuous improvements in the quality of teaching, learning and assessment.

### Values

First College and its sub-contractors will have a shared understanding of values that puts the learner at the centre of all activity and reflects our efforts in fulfilling the vision of First College;

*The Vision of First College is to deliver high quality learning that raises participation and attainment; that meets the individual needs of Learners through collaborative partnership working and employer engagement*

Sub-contractors will undergo a comprehensive Due Diligence process prior to any delivery ensuring compliance with the Common Accord and are selected on the basis of their track record, type of provision, location and ability to respond to employer demand whilst reflecting local skills priorities.

### Rationale

First College will ensure that its sub-contractors:

Comply with the principles of best practice in the sector and the principles of good practice in supply chain management

Have been approved by the funding organisation through the completion of sub-contractor declaration processes

Have been approved and awarded Register of Training Organisation (ROTO) status if contract value exceeds £100,000

Have been approved and awarded Register of Apprenticeship Training Providers (RoATP) Support Status if contract value exceeds £100,000

Provide the highest level of learning delivery, demonstrating value for money and a positive impact on the learner

Provide access to or engagement with a new range of customers and assist in widening participation

Provide niche delivery where the cost of developing direct delivery would be inappropriate

Expand provision to meet a short-term need and/or capacity

Provide a visible and coherent set of progression routes for young adults

Support employers with a wider geographical requirement

## **Compliance**

The sub-contractor must ensure that:

They are fully conversant with the funding organisations requirements, rules and regulations

Venues are safe and suitable for delivery of adult learning and comply with First College policy

They hold public and employer liability insurance to the level within the contract

They are fully conversant with the funding organisations safe learner concept and have in place safeguarding arrangements that meet these standards

All staff used in the delivery of learning have current DBS enhanced checks

All staff used in the delivery will hold relevant teaching and learning qualifications as required by the contracts held and awarding organisations

They have in place a staff appraisal and performance monitoring system or be willing to adopt First College's system

## **Quality Assurance**

The quality of provision will be monitored and managed through established internal quality assurance processes and in accordance with our Collaboration/Partnership Management document. These processes enable the sharing of good practice and ensure continuous improvement.

All sub-contractors will have a risk rating. This rating will determine the frequency and scope of monitoring and quality audits undertaken by First College.

All sub-contractors are required to achieve Register of Training Organisation (ROTO) status if contract value exceeds £100,000

All sub-contractors are required to achieve Register of Apprenticeship Training Providers (RoATP) Support Status if contract value exceeds £100,000

All sub-contractors are required to hold the Matrix Standard or will agree to achieve this within 12 months of sub-contract commencement. All courses will include an initial assessment process that enables learners to identify what they want to achieve from the course, any support needs they may have and provide them with the information they need to make informed judgements about the relevance of their course to their short and longer term employment and learning goals.

First College will support its sub-contractors to make available

- Contract Management Support
- Named Liaison Officer to field all contract paperwork, recruitment and delivery issues
- Recruitment and vacancy support service via National Apprenticeship Site
- Training and key sector updates including funding and eligibility changes

First College will support its sub-contractors to make available reports as required to include:

- Self-assessment Report (to comply with Common Inspection Framework)
- Quality Improvement Plans

Monitoring / compliance checks will take place and will include:

- Success, achievement and timely data review
- Staff training and qualifications
- Update Staff Training including H&S, E&D, Safeguarding and Prevent update(s)
- Teaching, learning and assessment observations
- Qualification standardisation and learning support
- Announced and unannounced audit visits and report on findings
- Comments, compliments and complaints including learner voice, feedback, surveys, analysis and actions

Poor performance will require the sub-contractor to prepare and implement performance improvement / recovery plans.

### **Sub-contractor Fees and Charging**

Payments will be made to sub-contractors monthly. Payments are subject to correct evidence and data being provided. Adjustments may be made to specific payments where evidence of eligibility, participation and/or achievement cannot be validated. Any amendments will be based on guidance provided by the current funding organisations rules.

The standard management fee is 10% of all funding allocated by the funding organisation for all learning delivered by the sub-contractor. The management fee will be recouped monthly from the funding drawn down.

Where learning delivery is carried out by First College on behalf of the sub-contractor all funding will be retained by First College.

An additional annual fee will be agreed for each sub-contract arrangement for awarding organisation duties (should these be required) carried out by First College on their behalf. This additional annual fee will be recouped monthly from the funding drawn down.

Additional costs incurred, for example registration of learners onto qualifications / frameworks will be charged at cost plus 15% administration fee.

Other additional costs may be added to the base fee to cover the cost to First College of any additional support deemed necessary to ensure the quality of teaching, learning and assessment and the success of any sub-contracted provision. These costs will be determined on an individual basis but may include additional:

- Sub-contractor visits
- Learner and/or Employer visits
- Teaching and learning observations
- Assessor/tutor support
- Internal quality assurance sampling

Where disputes between sub-contractor partners cannot be resolved through mutually agreed internal procedures First College will submit to independent arbitration and abide by its decision.

### **Policy Review and Communication**

This policy will be reviewed on an annual basis.

This policy will be shared with existing sub-contractors prior to learning delivery or as part of regular contract review.

This policy will be shared with potential and new sub-contractors. All new sub-contractors will agree to comply prior to learning delivery.

This policy will be uploaded onto the First College website to be accessed by organisations that may have an interest in working with First College.

**Signed**



**Paul McCooey**  
Chair

**Signed**



**Ian Dickinson**  
Business Manager