

## Supply chain fees and charges policy

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# Subcontracting Policy

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## 1. Policy Statement

Joseph Chamberlain College is committed to providing first class education and training for all students. It intends to do this by delivering a range of suitable courses, to meet the individual needs of students as well as local and regional economic development needs. This may involve delivery to niche markets or delivery of specialist professional qualifications. In order to achieve this, the College has taken the strategic decision to subcontract that part of its provision that would be best delivered by partner organisations who can demonstrate high quality delivery.

## 2. Scope

This policy applies to all subcontracting arrangements where there is the delivery of full programmes or frameworks by the Subcontractor. In all instances, Joseph Chamberlain College retains full accountability for contract delivery.

## 3. Subcontracting Rationale

Upon commencement of the subcontracting process, Joseph Chamberlain College will consider a Business Case Proposal to ensure that the subcontracting will be in the best interests of all parties.

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 and to adhere to our core values.

## 4. Improving the Quality of Teaching and Learning

Subcontracted partners will be expected to meet Joseph Chamberlain 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.

Subcontracted activity is an important part of Joseph Chamberlain 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.

## 5. Expectations of Subcontractors

In addition to providing high quality education and training for learners, all subcontractors will be required to adhere to all college policies and core values including the promotion of Fundamental British Values as defined by the UK Government in 2015.

The subcontractor will deal with suspected cases of radicalisation, through its safeguarding procedure, informing the police as required and inform the Director (Adult Learning) as soon as is possible.

## 6. Management Fees

Joseph Chamberlain College retains a management fee from all subcontracted partner organisations. The standard management fee is 20% of all funding drawn down against the provision. Additional fees may be charged if there are additional services provided or if the risk is deemed to be higher than usual. The fees charged reflect the cost of the procurement process and the management of the contracts. Where additional extra services are sought by a subcontractor, annual charges will be negotiated as part of the contract renewal process. Any extra services will be invoiced for separately.

The exact mix and level of support for each Subcontractor will vary depending on the needs of the individual Subcontractor. However, they will all receive a high level of support and guidance including access to:

- Quality management systems
- Certification and registration with awarding bodies (if required)
- Management Information Services and data control advice
- A dedicated senior manager of the college to act as liaison officer
- Audit of management systems, quality visits, internal verification.
- Marketing activities
- Safeguarding of Young People and Vulnerable Adults procedures
- Information and guidance on Prevent and the promotion of British Values.
- Health and Safety compliance
- Teaching, Learning and Assessment observations and coaching
- CPD Opportunities and planned training and development
- Policy development
- Support with Funding Rules compliance
- Regular national updates regarding funding and policy guidance

Most Subcontractors will be charged the same management fee with any differences in fees being dependent upon the level of support required, the experience of the Subcontractor, their target learners; their track record, published success rates and the level of risk as determined by the due diligence process. Some subcontractors may have access to additional equipment and/or the services of dedicated staff if this is the case additional charges will be made.

## **7. Payment Arrangements**

Payments are made on a monthly basis by the end of the following month in which the activity is successfully processed and uploaded to the Data Service by Joseph Chamberlain College.

For most contractors a standard monthly fee will be payable, this will be based on estimated delivery values and will be reconciled in February and July of each academic year. For others, following validation of the evidence in the ILR return, the College will make the appropriate payment to the Subcontractor based on the level of income calculated by the validation process in that month less the agreed management fee. Payments are made by BACS.

Joseph Chamberlain College expects that the Subcontractors will fully engage in the assessment of accuracy of payments and they therefore have the responsibility to review their monthly remittance advices to identify any inaccuracies. After payments are made by BACS in line 9, Should any extra services invoices raised by Joseph Chamberlain College remain unpaid after thirty days from invoice date then Joseph Chamberlain College reserves the right to off-set such unpaid invoices against any planned payment to the subcontractor.

## **8. Policy Communication**

The Policy will be discussed with all current and future Subcontractors during contract negotiation meetings and reviewed at least annually. Any changes will be notified to subcontractors as part of their regular performance review or via separate correspondence.

This policy can be accessed on the website: <https://www.icc.ac.uk/partners/sfa-policies/>

## **9. Policy Amendment**

This Policy is reviewed annually and in accordance with changes to the ESFA Funding Rules, amended accordingly and reapproved by the Governing Body.