

POLICY OWNER:
FINAL APPROVAL BY:

Chief Finance Officer
Governing Body

Policy Aim

This document aims to provide consistency of approach and transparency to the College's supply-chain fees and charges in relation to its subcontracting of provision.

Definition of Terms

Standard Management Fee – this fee is determined by the size of the subcontracted partnership contract (as per Maximum Contract Value figure), and the level of College support provided, and is the fee applied to all such contracts to account for standard costs incurred by the College through its management of these contracts.

Additional Contract Fees – sometimes there will be a need to apply an additional fee to offset direct associated costs incurred by the College in its pursuance of the partnership arrangement. These will be determined on a contract-by-contract basis.

Education and Skills Funding Agency (ESFA) – Government funded agency that supports provision for learners in further education who are aged 16-19.

4. Improving Quality

The College is committed to continual improvement in teaching and learning, both in its own direct provision and in its subcontracted provision. A range of approaches are employed in order to do this, such as session observations and Self-Assessment Reports. In terms of provision subcontracting specifically, the following processes are in place to help monitor quality of provision, and actively improve quality on an on-going basis:

- x A robust schedule of Quality Assurance Audits that are carried out throughout the year
- x Annual Reviews with target setting
- x Regular management meetings between the College and all its subcontractors (with a minimum of one management meeting per term)
- x Training and Development workshops (as appropriate)

5. Fees

Standard Management Fee – This fee is applied to all subcontracted contracts, and is the proportion of ESFA funding retained by the College to cover standard costs incurred through its management of these contracts. These costs include:

- x Administration
- x Quality assurance
- x MIS functions relating to the submission of funding claims to the ESFA
- x Provision of management meetings
- x Provision of a dedicated Account Manager
- x Provision of professional advice regarding ESFA funding matters
- x Due Diligence support, guidance and checking.

Elements of the Standard Management Fee	All Partners
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additional support necessitated due to subcontractors poor performance (in relation to delivery of provision, poor achievement rates or administration processes linked to provision)

- x type of provision, for example more resources will be required to manage the administration of apprenticeship programmes than some other types of programmes

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9. Publication of Policy

An up-to-date copy of this policy will be posted on the College's website. Hard copies of the policy will be made available on request.

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