



Weston College **Group**

**SUB-CONTRACTING
Fees and Charges Policy 2021/22**

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Change Control

Version:	1.2
Date approved by CLB:	14/05/2021
Date approved by Corporation:	30/09/2021 (following updating of partners for the 21/22 cycle)
Name of policy holder:	Becky Morris – Head of Compliance and Project Operations
Date issued:	October 2021
Review date:	September 2022 (or if adding new partners)

Version	Type – New/Replacement/Review	Date	History
1.0	New	July 2020	N/a
1.1	Review	July 2021	Four additional partners added. No other changes.
1.2	Updated for new academic year	September 2021	Partners updated

This policy applies to Weston College Group and all wholly owned subsidiary companies of the Weston College Corporation which include OLASS, Forward Futures, SOMAX, Releasing New Potential, Inspirational Events and Investments

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1 PURPOSE

- 1.1 Prior to undertaking subcontracting activity, it is mandatory to have in place a Fees and Charges Policy.
- 1.2 The content of this policy has been developed in line with published funding guidance and is reviewed on an annual basis.

2 SCOPE

- 2.1 The policy applies to all supply chain activity supported with funds supplied by the Education and Skills Funding Agency (including the European Social Fund) or any successor organisations.

3 POLICY STATEMENT

- 3.1 The College will use its supply chains to optimise the impact and effectiveness of service delivery to the end user. The college will therefore ensure that:
 - Supply chain management 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)
 - 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 learner lives.
 - 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.
 - Where disputes between supply chain partners cannot be resolved through mutually agreed internal resolution procedures, the college will submit to independent outside arbitration or mediation and abide by its findings. Contract documents will require both parties to agree that the achievements of supply chains are attained through adherence to both the letter and spirit of contracts or partnerships. Signatories therefore commit that all discussions, communications, negotiations and actions undertaken to build, maintain and develop supply chains will be conducted in good faith in accordance with the Overarching Principle.
 - This policy is in line with the Equality and Diversity Policy of Weston College.

4 RATIONALE FOR SUB-CONTRACTING

- 4.1 The College engages with sub-contractors to better meet customer needs. Reasons are varied but could be:
 - To provide niche provision delivered in smaller community environments which is differentiated from mainstream and uses a wide range of delivery settings and innovative curriculum design.
 - To enhance the mix and balance of provision available within the West of England and the catchment area of the College;
 - To enhance programme or apprenticeship delivery through the specific skills and expertise of partner organisations;
 - To address the skills gaps by taking a learner-centred inclusive approach.

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5 QUALITY ASSURANCE

- 5.1 Sub-contracted activity is a fundamental part of the College's provision. The quality of the provision will be monitored and managed through the existing College QA processes and procedures, as amended in order to fully encompass all sub contracted activity. Such processes include:
- Self-Assessment;
 - Quality Review Board;
 - Lesson Observations;
 - Spot-checks;
 - File-checks.
- 5.2 This Policy positions sub-contracted provision as a core part of College activity to enable continuous improvements in the quality of teaching and learning for both the college and its subcontractor's. This will be achieved through the sharing of effective practice across the supply chain, through the Account Management function, a dedicated Quality Team, Partner Briefing Events and the Self-Assessment Report process.

6 PUBLICATION OF INFORMATION RELATING TO SUB-CONTRACTING

- 6.1 In compliance with Education and Skills Funding Agency rules that apply, the College will publish its sub-contracting fees and charges policy and actual end-of-year sub-contracting fees and charges on its website before the start of each academic year (and in the case of actual end of year data, as required by ESFA). This will only relate to 'provision subcontracting' i.e. subcontracted delivery of full programmes or frameworks. It will not include the delivery of a service as part of the delivery of a programme (for example, buying the delivery of part of an Apprenticeship framework or outreach support).
- 6.2 The College will ensure all actual and potential subcontractors have sight of this policy and any other relevant documents.
- 6.3 Appendix 3 sets out the partners whom we will sub-contract with during this academic year.

7 RETAINED FUNDING

- 7.1 20% of the contract value will be retained by Weston College to cover services provided -full details are set out in Appendix 1.
- 7.2 The 20% is made up of the following values:
- 2.5% for safeguarding monitoring and review, H&S monitoring/ review and student welfare monitoring and review this in line with the ESFA requirement to monitor learner's health, wellbeing and safety.
 - 5% for quality assurance monitoring/improvement, workforce development, learner voice collection and analysis and reporting this is line with the ESFA requirement to monitor the quality of teaching, learning and assessment.
 - 5% for managing contractual arrangements, undertaking monthly reviews and desktop audits, and undertake compliance activities on a monthly basis in line with the ESFA requirements for account management.
 - 5% for administrative and back office service support such as MIS, finance, marketing, exams and IT
 - 2.5% for high level leadership and management support
- 7.3 For Prince's Trust provision 15% of the contract value will be retained by Weston College to cover services provided -full details are set out in Appendix 2.
- 7.4 The 15% is made up of the following values:
- 3% for safeguarding monitoring and review, H&S monitoring/ review and student welfare monitoring and review this in line with the ESFA requirement to monitor learner's health, wellbeing and safety.
 - 3% for quality assurance monitoring/improvement, workforce development, learner voice collection and analysis and reporting this is line with the ESFA requirement to monitor the quality of teaching, learning and assessment.

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- 3% for managing contractual arrangements, undertaking monthly reviews and desktop audits, and undertake compliance activities on a monthly basis in line with the ESFA requirements for account management.
- 3% for administrative and back-office service support such as MIS, finance, marketing, exams and IT
- 3% for high level leadership and management support

7.5 Any variance to the above for apprenticeship contracts, where only part of the delivery is sub-contracted, will be reflected in the individual contracts for those providers

8 ADDITIONAL SUPPORT FOR SUB CONTRACTORS

8.1 The precise additional support given will be negotiated with that sub-contractor, but will be based on a 'risk band' approach and may include:

- Additional site visits
- Additional lesson observation
- Additional tutor support
- More rigorous verification

9 ADDITIONAL CHARGES PER LEARNER

9.1 The College may also retain funding to cover the cost of any funded activity that it might undertake on behalf of the sub-contractor such as:

- Awarding Organisation fees and charges
- Hiring of facilities/equipment within/from the College
- Internal Verification

10 PAYMENTS

10.1 Partners will normally be paid within 30 days (a month in arrears) subject to the timely submission of full and accurate evidence.

- Payment may be delayed as a result of:
- Late submission of evidence;
- Submission of inaccurate evidence;
- Submission of incomplete evidence;
- Payments are normally reconciled on an ongoing basis.

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11 APPENDIX 1 – RETAINED FUNDING BREAKDOWN

Breakdown of Retained Funding			
ESFA Requirement	Services Provided by Weston College	Specific Cost as % of contract value	Material expenses relevant to the Retained Funding
Monitoring of the learners health, wellbeing and safety	Safeguarding monitoring and review H&S monitoring and review Student welfare monitoring and review	2.5	Safeguarding - attendance review and follow ups Safeguarding - dedicated safeguarding lead Safeguarding - training and monitoring as required Health and Safety - high level monitoring and reporting
Monitoring of the quality of teaching, learning and assessment	Quality Assurance monitoring/improvement Workforce development Learner voice collection, analysis and reporting	5	QA monitoring - lesson/session observations/feedback/reporting Workforce development - provision of Weston College INSET/training Learner voice - surveying, analysing and reporting QA monitoring - monthly progress and achievement rate reviews
Account Management	Manage contractual arrangements, undertake monthly reviews, and desktop audits. Undertake compliance activities on a monthly basis in line with partner risk rating.	5	Account Manager -Monthly review meetings Account Manager - Spot checks Account Manager - Learner Interviews Account Manager - Achievement Monitoring
Administration and back office service support	MIS/Finance/Marketing/Exams/IT	5	MIS - monthly ILR reconciliations MIS - data inputting (learner details, etc) MIS - learner eligibility checking MIS/Finance - Monthly reconciliations between ILR and invoice payments MIS - funding accuracy checking IT - infrastructure maintenance and software licensing
High level leadership and management	Strategy/policy/high level monitoring	2.5	College Leadership - annual due diligence checks for existing subcontractors College Leadership - risk assessment of new subcontractors College Leadership - annual review and monitoring of subcontracting policy and practice College Leadership - receipt and review of performance reports and performance management of subcontracts manager
Totals:		20	

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12 APPENDIX 2 – RETAINED FUNDING BREAKDOWN – PRINCE’S TRUST PROVISION

Breakdown of Retained Funding			
ESFA Requirement	Services Provided by Weston College	Specific Cost as % of contract value	Material expenses relevant to the Retained Funding
Monitoring of the learners health, wellbeing and safety	Safeguarding monitoring and review H&S monitoring and review Student welfare monitoring and review	3	Safeguarding - attendance review and follow ups Safeguarding - dedicated safeguarding lead Safeguarding - training and monitoring as required Health and Safety - high level monitoring and reporting
Monitoring of the quality of teaching, learning and assessment	Quality Assurance monitoring/improvement Workforce development Learner voice collection, analysis and reporting	3	QA monitoring - lesson/session observations/feedback/reporting Workforce development - provision of Weston College INSET/training Learner voice - surveying, analysing and reporting QA monitoring - monthly progress and achievement rate reviews
Account Management	Manage contractual arrangements, undertake monthly reviews, and desktop audits. Undertake compliance activities on a monthly basis in line with partner risk rating.	3	Account Manager -Monthly review meetings Account Manager - Spot checks Account Manager - Learner Interviews Account Manager - Achievement Monitoring
Administration and back office service support	MIS/Finance/Marketing/Exams/IT	3	MIS - monthly ILR reconciliations MIS - data inputting (learner details, etc) MIS - learner eligibility checking MIS/Finance - Monthly reconciliations between ILR and invoice payments MIS - funding accuracy checking IT - infrastructure maintenance and software licensing
High level leadership and management	Strategy/policy/high level monitoring	3	College Leadership - annual due diligence checks for existing subcontractors College Leadership - risk assessment of new subcontractors College Leadership - annual review and monitoring of subcontracting policy and practice College Leadership - receipt and review of performance reports and performance management of subcontracts manager
Totals:		15	

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13 APPENDIX 3 – CURRENT PARTNERS

PARTNER	UKPRN	TOTAL CONTRACT VALUE	START DATE	END DATE
ALERT TRAINING UK LIMITED*	10038566	£6,000.00	01/08/2021	31/07/2022
BURNHAM PLASTERING & DRY LINING LIMITED	03482453	£48,562.50	01/08/2021	31/07/2022
LEARNING FOR FUTURES LTD	05747960	£170,121.60	01/08/2021	31/07/2022
SIMIAN RISK MANAGEMENT LIMITED	10022567	£170,100.00	01/08/2021	31/07/2022
SOMERSET YOUTH VOLUNTEERING NETWORK	10033636	£89,840.00	01/08/2021	31/07/2022
THE BIG ACT LTD.	10056465	£185,326.40	01/08/2021	31/07/2022
THE RESTORE TRUST	10036687	£240,000.00	01/08/2021	31/07/2022
UNIVERSITY OF THE WEST OF ENGLAND, BRISTOL	10007164	£179,655.00	01/08/2021	31/07/2022
WESSEX WATER	10085202	£30,109.00	01/08/2021	31/07/2022
YOUNG DEVON	10001955	£307,615.00	01/08/2021	31/07/2022
YOUNG GLOUCESTERSHIRE LIMITED	10007726	£241,315.85	01/08/2021	31/07/2022

*Carry in learners only