

Process for: G&M 1n	Subcontractor Fees and Charges Policy
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 sub-contracted activity supported with funds supplied by the Education and Skills Funding Agency (ESFA) or any successor organisations to ensure compliance with all legal and contractual requirements.

Context

This content of this policy has been developed in line with the Association of Colleges (AoC) /The Association of Employment and Learning Providers (AELP) Common Accord, the ESFA funding rules, the Subcontracting Standard 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 will consider sub-contracting with high quality 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:

- All sub-contracting arrangements comply with the principles of best practice in the skills sector as set out in the ESFA Subcontracting Standard.
- It undertakes fair and transparent procurement activities, conducting robust due diligence procedures and processed on potential subcontractors to ensure compliance with the Subcontracting Standard to provide the highest quality of learning, demonstrating value for money and a positive impact on learners and employers.
- The funding 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-contracting may be part of the College's curriculum offer to widen access to provision to better meet the needs of learners and employers and add value in line with the college's strategic plan.

Sub-contracted activity will be by exception to:

- Enhance the opportunities available for learners

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- 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
- Gives consideration of the impact on individuals with shared protected characteristics, where there might otherwise be a gap

The college is committed to supporting the needs identified by Local Skills Improvement Plan (LSIP).

Quality Assurance

Maintaining high quality provision is a fundamental requirement and the quality of sub-contracted provision is managed and monitored by the Head of Apprenticeships and Workbased Learning to ensure full compliance with college processes and expectations.

The College's quality assurance procedures and processes apply to all sub-contracted activities. In line with our Quality Improvement strategy, we will support, develop and share good practice with all sub-contractors, to secure continuous improvement through a regular and substantial programme of quality assurance checks which includes: lesson observations; interviews with staff and learners; quality reviews; compliance visits; monitoring meetings; observations of teaching and learning and learner and employer feedback, as appropriate to the subcontracted activity.

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

Funding

The college will retain a proportion of the funding paid (up to a maximum of 20%) 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, achievement 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.

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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.

Supporting Documentation:	
AoC/AELP Common Accord	
ESFA Subcontracting Standard	
ESFA Funding Guidance	
LSIS Supply Chain Management document	

Signed

Anthony Bravo
Principal

Signed

Mike Howe
Chair, Board of Corporation

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