



TyneCoastCollege

Subcontracting Supply-chain Fees and Charges Policy

This policy is available on-line at: www.tynecoast.ac.uk

- We will consider any request for this policy to be made available in an alternative format or language. Please note that the College may charge for this. Please contact: Assistant Principal (Quality), Principalship
- We review our policies regularly to update them and to ensure that they are accessible and fair to all. We welcome suggestions for improving the accessibility or fairness of this policy.
- All our policies are subject to equality impact assessments*. We are always keen to hear from anyone who wishes to contribute to these impact assessments. Please contact: Head of Student Services.

*Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a negative impact on grounds of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Approved by:	Version:	Issue Date:	Review Date:	Contact Person:
SEG/F&R/Board	10	Feb 2021	Feb 2022	Principal

Equal Opportunities: Impact Assessed

POLICY NUMBER 72

Subcontracting Supply-chain Fees and Charges Policy

1. Policy Statement

Tyne Coast College is committed to growing and diversifying the range of courses it delivers to widen participation, deliver to niche markets, engage in new and emerging markets and meet the regional and local economic development agenda. In order to achieve this, the College has taken the strategic decision to subcontract part of its provision to partner organisations who can demonstrate high quality delivery.

2. Scope

The Policy applies to all subcontracted partner organisations.

3. Improving the Quality of Teaching and Learning

Tyne Coast College will support, develop and share good practice through; quality reviews; learning walks; progress meetings; health & safety audits; unannounced visits; learner eligibility checks and learner and employer feedback.

Subcontractor performance will be monitored at regular performance monitoring meetings and formal data verification will be carried out to ensure veracity of data supply chain fee

We do not subcontract to meet short term funding objectives.

4. Itemised Costs

Tyne Coast College will provide a bespoke list of itemised costs with the contract to all subcontracted partner organisations; this includes (where appropriate) costs for:

Services	Justification of cost (Reasonable and Proportionate)	Description of contribution to T & L
<ul style="list-style-type: none"> • Apprenticeship administration linked to training and assessment including EPA • Administration involved in managing the subcontractor & ILR • Quality assurance of eligibility of learners, evaluating funding amendments from recognition of prior learning. • Quality Assurance of compliance management & contract monitoring including: <ul style="list-style-type: none"> • Enrolment and audit compliance training • Safeguarding Service • SAR Support 	<ul style="list-style-type: none"> • Number of learners on programme • Number of individual enrolments linked to programme • Number of Tutors linked to delivery • Number of Locations to review • Number of End Point Assessment Organisations • Number of Employers 	<ul style="list-style-type: none"> • Drives improvement • Continuous improvement for quality provision • Assuring curriculum goals are appropriate and being met • Strategic management • Intervention • Contingency planning • Managing risk • Clarity of intent • Provides information for teachers • Provides implementation plan • Informs planning for meeting broad and individual needs

<ul style="list-style-type: none"> • Ofsted guidance and requirements • Learning walks of teaching, training and assessment & Scrutinising learners' work • Examining what learners know, understand, and can do and make as a result of their learning (learner forums) • Unannounced visits, eligibility and existence checks • Evaluating the intent of the curriculum/Assessing learners progress • Analysing provider and learner records, showing planning for, and monitoring of, learners' individual progress and destinations from starting points • Analysing documents relating to leadership and management and personal development and behaviour, ROTO & Financial checks, DBS and occupational competency monitoring (Compliance Monitoring) 		<ul style="list-style-type: none"> • Initialising sequencing for curricular goals identifying and employer needs • Audit compliance • Right learner right course checks • Development of staff to improve T & L • Monitoring quality of T & L • Overheads and welfare • Contribution to Social Justice • Assessing quality on T & L • Development of staff to improve T & L • Sharing best practice • Identifying deliverers at risk • Supporting with capability process • Enable apprentices to achieve their maximum potential in a timely manner • Supporting to offer appropriate curricular delivery to meet business needs • Guidance on funding requirements
---	--	---

Fees are calculated using an hourly rate for staff members undertaking the various tasks or percentage of learners sampled and are based on the number of learners, number of courses and course start dates, number of enrolments per course, number of locations, and differ per funding stream.

Fees are individual to each subcontractor and will include how they contribute to high quality teaching and learning and how they are reasonable and proportionate.

Subcontractors working with South Tyneside College receive a high level of support and guidance and access to College systems, additional payments include:

An achievement element, at the rate specified in the Funding Rules, will be applied to subcontractors delivering ESFA-funded Adult Skills Budget provision.

A bonus payment, at an amount specified in the Collaborator Contract, will be applied to subcontractors delivering ESFA funded provision. The bonus payment will be subject to meeting the following criteria: 1). Achievement of a minimum achievement rate (as detailed in the contract) 2). Confirmation, within 12 weeks of enrolment, of learner registration with an Awarding Body and 3). Notification of withdrawn learners within the timeframe specified in the Funding Rules.

ESFA-funded study programmes delivered by subcontractors are subject to the Conditions of Funding rules, including the delivery of all levels of maths and English.

5. Payment Arrangements

Payments will only be made to the Subcontractor once the College has received the funding from the Funding Agency or its successor funding body.

Apprenticeship start payments are subject to a minimum stay of 6 weeks. No start payment will be made until after the minimum stay period.

Tyne Coast College will negotiate apprenticeship training costs with employers and subcontractors within the approved funding bands, contracts will be issued to employers to detail agreed payment terms.

All employers will use their digital apprenticeship account to make payments for apprentices.

The College will calculate the amount payable to the Subcontractor each month as follows:

Following validation of the evidence in the ILR return, the College will make the appropriate payment to the Subcontractor based on the contract value. The Subcontractor will be notified of the payment and the agreed amount transferred by BACS. The College will normally pay the Subcontractor within 30 days of receiving the funding from the Funding Agency/employer. Any anomalies that arise following payment will be subject to reconciliation at a later date.

6. Policy Communication

The Policy is available on-line at www.tynecoast.ac.uk and can be made available in hard copy upon request. The Policy will be discussed with all current and future subcontractors during contract negotiation meetings.

7. Publishing Funding Data

Data regarding the actual level of funding paid to each Subcontractor will be published annually within 30 days of the ILR closing.

8. Policy Review

The Policy will be reviewed on a regular basis and/or when significant changes in the Funding Rules occur.

9. Monitoring and Evaluation

Information on the partners, value and areas of subcontracting are provided in the management accounts that are discussed at SEG and the Finance and Resources Committee of the Board.