

Subcontracting Fees and Charges Policy 2016/17

Scope

This policy statement details how Hugh Baird College will apply fees and charges to contracts with organisations subcontracted to deliver training on the College's behalf. This document outlines the College's subcontracting fees and charges policy for the 2016-17 academic year. This policy is published in line with Skills Funding Agency requirements stated in the Funding Rules 2016-17.

Disclaimer

The College reserves the right to amend its subcontracting arrangements at any time in accordance with the terms and conditions contained in its standard contract for subcontracted provision.

Policy Statement

The College is committed to provide high quality education and training to meet local, regional and national skills priorities. The College recognises that in order to provide such services subcontracting and partnership working is essential. The main reasons for subcontracting are:

- to build capacity to deliver training in skills priority areas;
- to offer niche provision through specialist providers;
- to provide cost effective provision that meets demand throughout England.

Implementation

The College will ensure that the subcontractor:

- is made aware of the clear lines of responsibility and understands the consequences of any breach of contract
- delivers a high quality service;
- will not further sub contract provision to other colleges or training organisations;
- employs experienced staff to deliver to learners and informs the College if these staff change;
- complies with the College's policies and procedures;
- complies with the law e.g. Health and Safety, Data Protection, Equality and diversity, Human Rights;
- has been risk assessed (including risk assessed for each change in contract).

Subcontractors will be included in the College's internal audit process and will participate in:

- Safeguarding learners
- Equality and Diversity
- Regular quality assurance checks
- Short notice audit visits
- Observation of teaching and learning
- Learner satisfaction surveys

Management Fees

The College will incur costs to manage the subcontracting process. These costs will be in proportion to the level of pre--contract assessment, performance management and risk management associated with the subcontracted activity. Also included in the costs are the quality assurance requirements as outlined in the previous section, for example quality assurance costs for sub--contractors delivering out of the Merseyside area would be greater than those delivering within the Merseyside area owing to audit visits etc.

Based on a risk banded scale the management fees retained by the College will range from between 15% and 30%. The management fee will be agreed before the contract is confirmed with the subcontractor and will be subject to review and negotiation dependant on performance, risk and delivery model.

Subcontractor Support

Support for each subcontractor will vary, depending on their contract, needs and requirements. The following list is the support we offer to all our subcontractors as minimum:

- all learners will have access to all student services available within the college
- access to a range of electronic tools to help monitor student progress and development
- help with completion of due diligence
- help with development of and application of quality management systems
- conduct dual observations and feedback on outcomes
- access to any paperwork that is deemed beneficial to improve the quality of the provision
- information and advice disseminated to them that would share best practice on contract delivery and assessment
- certification and registration with awarding bodies
- advice on management information services and data control
- audit of management systems
- support and audit of learner paperwork

Payment Terms and Conditions

Payments will be made in proportion to the income generated, per learner, based on the monthly funding return from the Skills Funding Agency. Payments will be made monthly in arrears by invoice in line with the College's finance policies and procedures. Full details of payment arrangements for each individual contract are included in each Subcontractors contract. These include the detailed schedule for evidence submission and monthly financials deadlines, with specific dates for each month.

Responsibilities and Duties

The Director of Workplace Learning has responsibility for ensuring that the Subcontracting Fees and Charges Policy is reviewed annually. The Director of Workplace Learning has responsibility for ensuring that Subcontracting procedures and other such documents comply with, and are implemented in line with Skills Funding Agency requirements and best practice.

All potential subcontractors will be made aware of the policy as part of the Due Diligence and tendering process.

Paul Smith
Director of Work Place Learning
12th June 2016