

## Subcontracting Supply Chain Fees and Charging Policy

<b>1.</b>	<b>Purpose</b>
	This policy outlines how Stephenson College subcontracts part of its provision to suitable partners who can support the delivery of our strategy.
<b>2.</b>	<b>Scope</b>
	This policy applies to all subcontracting and is published in line with the current ESFA requirements stated in the funding rules 2017/18.
<b>3.</b>	<b>Policy Statement</b>
	See policy main body
<b>4.</b>	<b>Responsibilities</b>
	Responsibility of the Board to Approve the Policy on an annual basis.
<b>5.</b>	<b>Equality and Diversity Impact Measure</b>
	The college has considered the Equality and Diversity implications in relation to the rules and policies set out in this document and does not consider them to unduly impact upon any protected group.

Person Responsible for Policy      CIS Manager

Date Policy Written                      30.04.2018

Date Approved by SMT                  30.04.2018

Date to Review                              31.08.2018

## **Policy Statement**

Stephenson College subcontracts part of its provision to suitable partners who can support the delivery of our strategy.

## **Reason for Subcontracting**

Through subcontracting the College is able to widen participation, respond to emerging opportunities and market demands. Partnership allows the College to engage the community and learners who would otherwise not be involved in education and training.

## **Scope**

This policy is published in line with the current ESFA requirements stated in the funding rules 2017/18.

## **Improving the Quality of Teaching and Learning**

As part of our quality process, Stephenson College will support, develop and share good practice through; quality reviews, compliance visits, compliance meetings, observations of teaching and learning, and learner and employer feedback.

## **Retained Funding**

Stephenson College retains an agreed element of the funding from all subcontracted partner organisations; typically this is 20%. The funding retained will reflect the cost of the procurement process, the administration of the contract and support services provided to our supply-chain.

## **Support for Sub Contractors**

In return for the funding retained by Stephenson College, subcontractors will receive a high level of support and guidance, including the following;

- advice and guidance at pre-contract stage
- certification and registration with awarding bodies if required
- observation of teaching, learning and assessment
- regular review meetings with progress reports
- support with funding rules compliance
- ongoing administration support, including in-depth checks of evidence submitted, and regular feedback on issues identified
- input of enrolment documentation submitted
- submissions of data to funding organisations
- regular financial reports to inform invoicing
- ongoing data checks and support to resolve data queries
- ongoing support to address any areas for improvement
- quality improvement support (see above)

### Reasons for Differences in Funding Retained

Funding retained by the College may vary by subcontractor and will be dependent upon the level of support required, the experience of the subcontractor, their target learners, their track record, published success rates, and the level of risk determined by the due diligence process.

### Payment Arrangements

Our standard payment term is 30 days from invoice date, subject to satisfactory validation checks.

### Publishing Funding Data

Data regarding the actual level of funding paid and retained for each subcontractor will be published within 30 days of the final ILR closing date.

### Policy Review

The policy will be reviewed on an annual basis, and/or when there are significant changes in the funding rules.

### Disclaimer

Stephenson College reserves the right to amend its subcontracting arrangements at any time in accordance with the requirements of funding bodies.

### Policy Communication

The policy is available online at [www.stephensoncoll.ac.uk](http://www.stephensoncoll.ac.uk) and is available in hard copy on request. The policy will be discussed with all current and future subcontractors during contract negotiation meetings.

### Policy Approval

This policy will be approved by the Colleges Corporation and the College Principal / Chief Executive.

Name: GORDON TACEY Signed: G. Tacey

Date: 01.05.18

Name: NIGEL LEIGH Signed: N. Leigh

Date: 1<sup>st</sup> MAY 2018