

Sub-Contracting supply-chain – fees and charges policy

- **Policy Statement**

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

Through sub-contracting 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 SFA requirements stated in the funding rules 2015/16.

- **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.

- **Management Fees**

Stephenson College retains a management fee from all sub-contacted partner organisations; typically this is between 22 to 57%. The fees charged reflect the cost of the procurement process, the management of the contract, and support services provided to our supply-chain. Where less or additional support is required, our fees will be flexed to reflect costs.

- **Support for Sub Contractors**

In return for the management fee charged by Stephenson College, sub-contractors 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 section 4)

- **Reasons for Differences in Fees Charged**

Not all subcontractors are charged the same management fee, differences in fees are dependent upon the level of support required, the experience of the sub-contractor, 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 sub-contractor 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 and is available in hard copy on request. The policy will be discussed with all current and future subcontractors during contract negotiation meetings.