

Sub-Contracting & Supply Chain Fees Policy 2021/2022



Sub-contracting Policy

This policy is renewed annually and approved by the corporation. The policy details how West Suffolk College applies sub-contracting activity through funding from the Education and Skills Funding Agency.

Rationale for Subcontracting

West Suffolk College works with subcontractors to broaden existing provision and to meet the needs of local governmental, LEP and WSC strategic priorities.

West Suffolk College works closely with our subcontractors to enhance the quality of opportunities for learners and their employers. Our subcontractors enable West Suffolk College to fill gaps in niche or expert provision which would include providing better access to training facilities. Our Subcontractors have excellent training facilities and resources, proving the very best in quality and education for our learners, developing their knowledge, skills and behaviours which in return will enhance their employer's business. Using sub-contractors who have the expertise, knowledge and skills within specific industries with enhance our offer and support better geographical access for learners and an entry point for disadvantaged groups and give consideration of the impact on individuals with shared protected characteristics

Subcontracting priorities for 2021/22

West Suffolk College requires from our sub-contractors:

- Deliver an outstanding learning and student experience using enthusiastic and engaging industry experts, who engage and respect our students as individuals with high standards and expectations
- Quality of Education and Training to be consistent with West Suffolk College own expectations
- Develop the next workforce of the future and contributing to economic growth.
- Partners that provide an added value to college business relationships
- Partners that can support the needs for economic recovery in the response to the impact of Covid 19 as identified by local recovery plans

Assessing sub-contracting opportunities

By outlining the risk management and due diligence process, the College ensures that each Subcontractor is in good financial health and has the staff expertise to ensure that teaching and learning is of a very high standard.

Risk Factor Checklist

- Register of Apprenticeship Training Providers
- Value and the type of contract
- Industry types and vocational areas
- Health and safety/equality and diversity/safeguarding/PREVENT

- Self-Assessment Reviews
- Financial health
- Supplier staff competence, skills and CPD
- Track record of the supplier and success rates

New Subcontractor Process

1. Initial enquiry from subcontractor or employer
2. Meeting with West Suffolk College Vice Principal, Partner Relationships Manager and potential Subcontractor to discuss all aspects of provision, expectations and viability.
3. Subcontract application form/ due diligence form will be sent out to potential subcontractor for completion. Part of the due diligence process is to hold site visit to review:
 - a. Capability and capacity to deliver
 - b. Examine information provided
 - c. Profiles and Value
 - d. Meet management team
 - e. Conduct health and safety assessment
 - f. Identify strengths, potential risks and development needs, due diligence matrix completed, and score calculated.
 - g. Returned paperwork will be reviewed by relevant team within the college, e.g. accounts to be approved by Finance.
4. Submission for approval to Governing Body as high quality and low risk and sign off.
5. Contract and schedule issued
6. Declaration of Subcontractors completed a minimum of twice yearly and uploaded to government website.
7. Delivery of provision commences, and quality cycle begins.
8. Manage Performance
9. Annual Audit
10. If time sensitive, template will go to Chair and/or *Finance* to approve *and subsequently reported to the Corporation*.
11. If approved, sub-contractor will be notified.

Legacy subcontractor process

WSC recognises that there are a few Sub-contractors with learners who started learning prior to May 2017 which must comply with older sub-contracting Rules. However, any new learners with these Sub-contractors would follow all of the current rules.

1. Partner Relationships Manager sends out Profiling Target spreadsheet to subcontractors to ascertain subcontractor funding and learner number requirements.
2. Vice Principal and Partner Relationships Manager agree subcontractors the College will work with and plan indicative funding allocation and submit for governor's approval
3. Partner Relationships Manager contacts subcontractors and gives indication of funding value for following contract year – subject to due diligence renewal application being fully compliant
4. Due diligence carried out at pre-contract stage to include:

- a. Success rates and quality compliance in previous year
- b. Financial health check – including check that statutory accounts are not overdue
- c. Register of Apprenticeship Training Providers
- d. Check active on Companies House or Charity Commission
- e. Check that funding will not lead to the inadvertent funding of extremist organisations
- f. Health and Safety policy & track record
- g. Equality and Diversity policy
- h. Sustainability policy
- i. Insurance update
- j. Matrix accreditation (if applicable)
- k. CVs and contact details of tutors – any new/amended/updated
- l. Safeguarding, Prevent and DBS certificates of tutors delivering on contract

5. Contract and schedule issued

Fees and Payments

Apprenticeships

For our subcontracted Apprenticeship provision, West Suffolk Colleges work in collaboration with our subcontractors to provide joint delivery for our learners. The funding is divided between both West Suffolk college and our delivery partner based on the percentage of learning that they each deliver.

The College is committed to high quality teaching and learning, and the proportion of the fees retained by the College reflect this and are reasonable and reflect the College's own costs to deliver the services provided.

Payment Arrangements

- Payments will be made monthly or as agreed with partner and will be reviewed quarterly.
- Following the validation of evidence in the ILR return the College will make the appropriate payment to the subcontractor based on the level of income calculated less the agreed management fee and any adjustments for reconciliation.

College Support for our partners

The Subcontractor will receive ongoing support and guidance in return for the partnership; typical examples of support include relevant staff CPD training, standardisation of learning and assessment, regular contract and performance review meetings, collaboration at events such as Open Days, NAS Apprenticeship week, Apprenticeship awards evenings plus ongoing support and guidance on funding rules and changes to Government policy. Regular support and progress meetings/ visits from the Partnerships Manager

The College is committed to improving teaching and learning across all subcontracted provision. The subcontractor will be in scope of Ofsted and therefore will be included in the West Suffolk College quality cycle. This involves observations of teaching, learning and assessment, CPD training and an

annual self-assessment meeting involving the subcontractor. Following an observation of teaching, learning and assessment, the subcontractor will receive a written report with follow up support and mentoring by the college quality team, as appropriate, according to the outcome. The sub-contractor must provide WSC with feedback and reports from their own Ofsted inspections and any changes on the Register of Apprenticeship Training Providers

Subcontractor contingency plan 2021/22

If a subcontractor was no longer able to continue with their sub-contract arrangements, this would be discussed with the partners manager and the Vice Principal of Employer engagement.

The sub-contractor would be invited for a meeting with the Partner Manager and Vice Principal so that the issue could be discussed and ideally any necessary actions that would need to put in place to support the sub-contractor and our learners.

Vice Principal would contact the ESFA if the situation needed advice or clarification.

If the sub-contractor was unable to continue with their contractual obligations, due to liquidation/administration or any other reason, West Suffolk College would contact all learners and their employers to ensure that they were aware of the situation. We would support the learners to continue with their Apprenticeship or learning programme. This would involve sourcing further resources so that we did not disadvantage any learners.

Policy review

This policy will be reviewed in June 2022 and a revised policy issued in 2022/2023

Publication of this policy

This policy will be published on West Suffolk College website and issued to all partners

