

## SUPPLY CHAIN FEES AND CHARGES POLICY 2018 – 19

### Rationale for subcontracting

SK Group recognise the benefits that effective subcontracting can bring in extending the range and accessibility of provision that we offer. The College believes that key to developing sustainable college partnerships is the delivery of high quality provision with success rates that consistently exceed national benchmarks. SK Group will enter into subcontracting arrangements where there are opportunities to engage in partnership working for mutual benefit, utilising the skills of St Helens College's staff and the skills of the subcontracted provider (s) to create enhanced delivery programmes for both employers and learners. The College will only seek to partner with subcontractors who can complement or extend existing provision, specifically in niche areas or markets linked to Skills for Growth and Local LEP agreements.

### The contribution to improving the quality of teaching and learning

The College is committed to the development and delivery of high quality learning programmes that meet both the needs of employers and learners which respond to changing demand. The College is keen to improve progression pathways between ourselves and subcontractors, and will seek to provide a structure in which to share good practice between all subcontractors. By working together to create programmes and or packages of skills developments, both the College and its subcontractors can ensure continued improvement in teaching and learning. Shared staff development opportunities which will enable professional and/or industrial updating for staff will further support improvements in the quality of teaching and learning for the College and its subcontractors.

### Management fee structure

Due to the variety of permutations as to how the sub-contract agreement is constructed, it is the intention that management fee rates will vary. The structure is based on a flat rate fee, plus additional amounts to account for a number of risk factors and/or additional services. The range of fees retained to manage subcontractors, and how this range is calculated is shown below.

Flat rate fee	New sub-contractor to the College	Not on the National Training Register (under £100K)	Additional services supplied by STHC (e.g. marketing, IV, teaching, staff support)	Quality Assurance checks on Learners outside of the North West and Nationally
12%	+1%	+1%	+ 1% to 5%	+1% to 5%

## Support for Subcontractors

In return for the management fee agreed, the College will provide the following services to its subcontractors:

- Provision of all relevant contract documentation to enable delivery.
- Monitoring of contract performance, to include on site bi-monthly visits, monthly checking of MIS data and claims, interim support visits, observations of delivery staff and mock OFSTED inspections.
- Review of contract quality via bi-monthly reviews and on site quality audits.
- Support with staff development opportunities, and facilitation of shared good practice opportunities.
- Contract evaluation, to include annual self-assessment and audit, end of contract review, planning future sub-contracting arrangements/opportunities.

## Payment Terms

Payment terms between SK Group and subcontractor, including the timing of payments in relation to the delivery of provision, timescales for paying invoices, and claims for funding received will be specified in a formal sub-contract that reflects the primary contract with SK Group. (Contract amounts paid to subcontractors for year 17/18 are detailed below).

## Communication of Policy

This policy is published on the Website of SK Group and is also available on the College intranet.

The policy is communicated to potential subcontractors during due diligence process and in pre-contract meetings, and is discussed with current subcontractors on a bi-monthly basis.

The policy will be reviewed annually, on 1<sup>st</sup> July of each year.

This policy will be updated annually and published on our website.

**Please note: Any subcontractor wishing to be considered for funding from SK Group must successfully undertake a College Due Diligence process and must operate in accordance with the 18/19 ESFA's funding rules. Sub-contractors with an aggregate subcontracting value of £100K will be subject to an SFA Due Diligence Gateway and must be listed on the Register of Training Organisations.**



**17/18 Fee Publication**

Name of subcontractor: Merseyside Fire and Rescue (St Helens)  
UK Pin No: 10034301  
Contract start and end date: 1<sup>st</sup> January 2018 to 31<sup>st</sup> July 2018  
Funding received from ESFA: **£35,142.28**  
Funding paid to subcontractor: 85%

Name of subcontractor: Crosby Training  
UK Pin No: 10027644  
Contract start and end date: 13<sup>th</sup> November 2017 to 31<sup>st</sup> July 2018  
Funding received from ESFA: **£351,354.87**  
Funding paid to subcontractor: 85%

Name of partnership: Waterside Training  
UK Pin No: 10008037  
Contract start and end date: 1<sup>st</sup> August 2017 to 31<sup>st</sup> July 2018  
Funding received from ESFA: **£215,923.88**  
Funding paid to subcontractor: 80%