

Supply Chain & Sub-contractor Management Fee Policy 2013-2014

Kirklees College has signed up to the clauses and principles of the Common Accord. The college is situated within the Yorkshire and Humber SFA region and has a direct contract.

The college subcontracts in the region of 20% of its Adult Skills budget and 7% of its EFA (16-18 cash) budget. The college subcontracts on the basis of providing local, sub-regional and specialist needs and to deliver provision that is not currently delivered within the college portfolio. A partnership of providers supports the needs of the NEETS within Kirklees. We also work with providers to be able to meet employer demand whilst still meeting our key priorities locally.

All providers undergo a comprehensive Due Diligence process prior to any delivery, and are selected on the basis of their track record, type of provision delivered and location, financial stability and quality of provision, teaching, learning and assessment.

This policy applies to all provision that is sub-contracted to Third Party Providers. This policy is effective from 1st August 2013. This policy will be reviewed annually by the Fees Policy group and approved by The Executive of the College. The policy will be published on the college's website www.kirkleescollege.ac.uk/employers

Management fees and payments

The management fee is set at 22%, and is applied to all subcontracts and deducted at source. Providers receive a Maximum Contract Value which reflects the gross funding available to them. The management fee is deducted prior to any monthly payments.

Payments are made to providers on a flat profile and then quarterly reconciled based on actual delivery. Payment is made based on correct submission of supporting documentation and eligible learners. Any overpayment will be clawed back through future payments.

An increased fee of up to 30% will be applied where a provider has significant compliance, audit or quality failure in systems and will form part of a "notice to Improve".

Providers are subject to a monthly audit sample and can be subject to 100% audit at any point in the contract year.

The College may negotiate other specific charges for other activity and will be subject to negotiation.

Sub-contractor Support - Quality and Capacity Building

The college has a responsibility to develop, monitor and support all sub-contract partners to ensure that they deliver high quality provision.

The management fee deducted from allocated funds is used directly to provide a comprehensive programme of support and intervention to ensure that public funds are protected and used effectively. The management fee is used to support and develop provider's provision and support their business activities.

Each programme of support is specific to each individual provider. All providers will have access to and are supported by the following:

Subcontracted provision is managed by the Business Development Unit which has dedicated staff:

- Contract Manager
 - Contract Management Meeting (a minimum of 6 per year)
 - Supply of Performance Data
 - Advice and Support with all funding streams
 - Strategic updates in relation to funding and provision
- Dedicated Administration Team that offer support to:
 - Supply standard documentation where required
 - Course Set Up
 - Enrolment input and preparation of learning agreements and register
 - Compliance of all documentation
- Dedicated Contract Liaison Officer
 - Monthly Monitoring Report
 - Audits
 - Weekly Class lists
 - Data
- Dedicated Quality Manager
 - Support with Self-Assessment
 - On-going Quality Improvement plan
 - Monthly quality visits
 - Support with OTL Profiles
 - Moderation of TLA
- Dedicated Finance Officer
- Referrals from the colleges employer engagement team
- Strategic Management Development
- Annual Conference
- Training events and workshops
- Partnership meetings
- Support with Functional Skills Development
- Marketing and publications
- Awards events

Policy Review & Publication

The policy will be reviewed annually in June of each year, and any changes notified to subcontractors and published on the college's website.