Subcontracting – Breakdown of Specific Costs in 2021/22

1. <u>Background</u>

This document links to our current **Subcontracting Supply Chain Policy 2021/22** and is a requirement of the current funding rules. Information detailed here is in relation to the specific costs that Kirklees College have agreed to retain as part of the agreement with the subcontractors named in this document.

Example of what can be included in the Management Fee:

<u>Procurement</u>
- ITT
- Due diligence – Quality and Financial Health checks
- Approval

<u>On-Boarding</u>
- On-boarding support from a range of staff, including managers
- Preparation, negotiation and issuing contract
- Training on document completion
- Provide ongoing monitoring, support and guidance on completion and timely submission of all required documentation

<u>Audit and Compliance</u>
- Compliance, audit and processing of starter and completion paperwork for 376 students, over 4 months
- Quality assurance of paperwork prior to claiming funding
- Support with internal audit for each funding stream to minimize risk of claw back

<u>Quality and Performance Management</u>
- Manage and monitor the subcontractor to ensure that high-quality delivery is taking place that meets the funding rules, by deploying a Programme Quality Lead from the College's Quality, Performance and Standards Department
- Carry out a regular and substantial programme of quality-assurance checks on the training and on-programme assessment provided by the subcontractor, including visits at short notice and face-to-face interviews with staff and students, to check and verify existence and eligibility
- Quality Assurance visits, involving direct observation of initial guidance, assessment and delivery of training and/or on-programme assessment.
- Assess performance against Ofsted's common inspection framework or the requirements of the QAA quality code
- Arrange and host regular Contract Monitoring meetings, involving an Assistant Principal, Apprenticeships and Subcontracting Manager, Head of MIS, Finance Manager, Head of Quality
- Monthly contract performance reports

<u>Services and Resources</u>
- Access to an appropriate MIS system
- Employer and Learner survey facility
- Production of Achievement rate reports
- Monthly ILR uploads and associated error corrections etc
- Updates on changes to funding rules
- Training opportunities
- Opportunity to partner on other projects
- Staff development opportunities extended to subcontractor staff
- Sharing of good practice
- Reduced cost access to e-portfolio, initial assessment tools and e-learning materials
- Opportunity for Peer Audit and Peer Review of quality assurance systems
- Independent observations of Teaching, Learning and Assessment, and portfolio audits
- Financial Management of the Adult Education Budget
- Data management including provision of the Pro-suite software, the Collation and analysis of performance data and uploading of data to ESFA
- Marketing of sub-contractor provision through the College Website, brochure and social media
- Production of a yearly Self-Assessment Report (SAR) and Quality Improvement Plan (QIP)
- Tracking of learners to collect destination data which will be collated and fed back to providers

2. Castleview Training Services Limited

West Yorkshire Combined Authority Adult Education Budget Funding

MCV:	£500,000.00
Management Fee:	£100,000.00
Total Payable:	£400,000.00

Actual Subcontract Management Costs	
Management Costs	
MIS System	£500.00
Contract Document Management (negotiation, preparation, amendments, issuing, getting signed on time etc)	£7,000.00
Contract Monitoring Meetings	£15,000.00
Audit preparation and management	£500.00
ITT and Due Diligence (inc Approval Panel with APs, Governor, Managers)	£7,500.00
Financial Management (Invoicing, paying, reporting)	£1,000.00
Management Group Meetings (inc VP, APs, Directors, Managers)	£8,000.00
Partnership Operational Support	£500.00
Subtotal:	£40,000.00
Quality Assurance Costs	
Data management	£3,000.00
Quality sampling	£2,500.00
Learner verification	£500.00
Quality Assurance (inc visits, reporting)	£10,000.00
Observations (inc feedback, reporting)	£10,000.00
Travel costs	£1,000.00
Information, Guidance, Support & Training	£1,000.00
Remote sampling	£2,000.00
Subtotal:	£30,000.00
Other Support Activities	
ILR related work (compliance, audit, error rectification etc)	£30,000.00
Subtotal:	£30,000.00
Total Costs:	**£100,000**

Non-Devolved ESFA Adult Education Budget Funding

MCV:	£82,000.00
Management Fee:	£16,400.00
Total Payable:	£65,600.00

Actual Subcontract Management Costs	
Management Costs	
MIS System	£82.00
Contract Document Management (negotiation, preparation, amendments, issuing, getting signed on time etc)	£1,148.00
Contract Monitoring Meetings	£2,460.00
Audit preparation and management	£82.00
ITT and Due Diligence (inc Approval Panel with APs, Governor, Managers)	£1,230.00
Financial Management (Invoicing, paying, reporting)	£164.00
Management Group Meetings (inc VP, APs, Directors, Managers)	£1,312.00
Partnership Operational Support	£82.00
Subtotal:	£6,560.00
Quality Assurance Costs	
Data management	£492.00
Quality sampling	£410.00
Learner verification	£82.00
Quality Assurance (inc visits, reporting)	£1,640.00
Observations (inc feedback, reporting)	£1,640.00
Travel costs	£164.00
Information, Guidance, Support & Training	£164.00
Remote sampling	£328.00
Subtotal:	£4,920.00
Other Support Activities	
ILR related work (compliance, audit, error rectification etc)	£4,920.00
Subtotal:	£4,920.00
Total Costs:	**£16,400**

3. West Yorkshire Fire and Rescue Service

Study Programme 16-18

MCV:	£75,240.00
Management Fee:	£15,048.00
Total Payable:	£60,192.00

Actual Subcontract Management Costs	% Applied	WYFS
Management Costs		
MIS System	0.50%	£75.24
Contract Document Management (negotiation, preparation, amendments, issuing, getting signed on time etc)	7.00%	£1,053.36
Contract Monitoring Meetings	15.00%	£2,257.20
Audit preparation and management	0.50%	£75.24
ITT and Due Diligence (inc Approval Panel with APs, Governor, Managers)	7.50%	£1,128.60
Financial Management (Invoicing, paying, reporting)	1.00%	£150.48
Management Group Meetings (inc VP, APs, Directors, Managers)	8.00%	£1,203.84
Partnership Operational Support	0.50%	£75.24
Subtotal:	40.00%	£6,019.20
Quality Assurance Costs		
Data management	3.00%	£451.44
Quality sampling	2.50%	£376.20
Learner verification	0.50%	£75.24
Quality Assurance (inc visits, reporting)	10.00%	£1,504.80
Observations (inc feedback, reporting)	10.00%	£1,504.80
Travel costs	1.00%	£150.48
Information, Guidance, Support & Training	1.00%	£150.48
Remote sampling	2.00%	£300.96
Subtotal:	30.00%	£4,514.40
Other Support Activities		
ILR related work (compliance, audit, error rectification etc)	30.00%	£4,514.40
Subtotal:	30.00%	£4,514.40
Total Costs:	**100.00%**	**£15,048**

West Yorkshire Combined Authority Adult Education Budget Funding

MCV: £24,030.00
Management Fee: £4,806.00
Total Payable: £19,224.00

Actual Subcontract Management Costs	% Applied	WYFS
Management Costs		
MIS System	0.50%	£24.03
Contract Document Management (negotiation, preparation, amendments, issuing, getting signed on time etc)	7.00%	£336.42
Contract Monitoring Meetings	15.00%	£720.90
Audit preparation and management	0.50%	£24.03
ITT and Due Diligence (inc Approval Panel with APs, Governor, Managers)	7.50%	£360.45
Financial Management (Invoicing, paying, reporting)	1.00%	£48.06
Management Group Meetings (inc VP, APs, Directors, Managers)	8.00%	£384.48
Partnership Operational Support	0.50%	£24.03
Subtotal:	40.00%	£1,922.40
Quality Assurance Costs		
Data management	3.00%	£144.18
Quality sampling	2.50%	£120.15
Learner verification	0.50%	£24.03
Quality Assurance (inc visits, reporting)	10.00%	£480.60
Observations (inc feedback, reporting)	10.00%	£480.60
Travel costs	1.00%	£48.06
Information, Guidance, Support & Training	1.00%	£48.06
Remote sampling	2.00%	£96.12
Subtotal:	30.00%	£1,441.80
Other Support Activities		
ILR related work (compliance, audit, error rectification etc)	30.00%	£1,441.80
Subtotal:	30.00%	£1,441.80
Total Costs:	**100.00%**	**£4,806**