

## Purpose

As a Skills Funding Agency (SFA) provider The Learning Partnership must publish a supply-chain fees and charges policy on our website prior to entering into any sub-contracting arrangements each academic year.

## Scope

This policy is a mandatory requirement that must be in place prior to participating in any sub-contracting activity. The content of this policy has been developed in line with AoC / AELP Common Accord and the Skills Funding Agency Funding Rules.

## Reasons for Sub-Contracting

The Learning Partnership sub-contracts its provision for the following reasons:

- To deliver community led provision – building on sub-contractors extensive knowledge and experience in their own local communities
- To engage with those hardest to reach in the most deprived communities across Bedfordshire and Luton and beyond.
- To ensure best cost efficiency by supporting programmes that mainstream funding would not otherwise allow.
- To offer value for money provision, at grassroots level using community based organisations.
- To provide development opportunities for both The Learning Partnership and its sub-contractors to share best practice and forge new ways of working

## Improving the Quality of Teaching, Learning and Assessment

The Learning Partnership is committed to working with all partners to ensure consistency in high quality provision; this is achieved through dedicated support and guidance, observations of teaching, learning and assessment, capacity building training, partnership steering group meetings, regular monitoring, quality checking, health and safety and access to Learning Partnership resources and expertise.

We will work with our learners and partners to ask for their contribution into devising programmes and involvement in our Self-Assessment and quality improvement planning.

## Management Fees

The Learning Partnership retains a management fee for all of its subcontracted provision, the fee ranges from 20%-24% and are subject to the contract size and complexity of the client group and the risk of the individual partner.

The fees charged reflect the costs involved in developing a prospectus, launching, briefing and supporting prospective new sub-contractors, experience of the partners engaged, proven track record, type of provision, Ofsted and audit performance (where relevant), references and risk rating as determined through our partner Risk Management due diligence procedure.

## Policy - Supply Chain Fees and Charges

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The exact support provided to our partners will vary dependent on their individual needs, they receive a high level of support and guidance and access to our systems and processes which includes the following:

- Dedicated Partnership Co-ordinator
- Support and advice on Funding Rules and compliance
- Quality management systems and processes
- Regular monitoring review meetings
- Joint partner steering groups meetings involving all active partners
- Bespoke paperwork that is fit for purpose
- Observations of Teaching, Learning and Assessment
- Quality Assurance checks
- Capacity building training and CPD opportunities
- Support in sourcing additional funding sources as required
- Certification and registration with our awarding body (NOCN)
- Policies and procedures
- Equality, Diversity and Safe Guarding support

## Payment Terms

Payment terms and conditions are agreed with the sub-contractor and outlined in the Target and funding profile agreed with the partner as part of the contracting process.

Following the validation of ILR evidence submitted on a monthly basis, the Partnership will make payment to the partner by BACS 30 days following the appropriate period end date, provided that there are no issues arising with the contents of the claim.

## Policy Communication

The policy will be reviewed annually, prior to the commencement of a new contracting year. From time to time the policy may be reviewed subject to changes in the SFA Funding Rules.

## Publishing Funding Data

The Learning Partnership will publish data detailing the actual level of funding to each partner annually and within 30 days of the ILR closing.

## Approval

Signature:		S Kendall - Chair
Board Approved:	October 2015	Review Date: July 2016