

Scope

This policy applies to all Learning Partnership subcontracted provision for all training financed using Skills Funding Agency funds. The Learning Partnership recognises the importance of having effective supply chain relationships to deliver excellent learner outcomes and develops that relationship within a partnership approach.

The Learning Partnership subcontracts its provision for the following reasons:

- To deliver community led provision – building on subcontractors 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 subcontractors to share best practice and forge new ways of working

Context

This policy is a mandatory requirement of the SFA, as stated in the 'common performance management rules,' for 2016 - 2017 funding year. The content of this policy has been developed in line with the SFA funding rules and the 'AoC / AELP Common Accord.'

Improving the Quality of Teaching, Learning and Assessment

In accordance with the Common Accord, The Learning Partnership will seek to use its supply chains to optimise the impact and effectiveness of service delivery to the end user. The Learning Partnership will therefore ensure that:

- At all times we undertake fair and transparent procurement activities, conducting robust due diligence procedures on potential subcontractors to ensure compliance with the Common Accord at all levels and ensure the highest quality of learning delivery is made available, demonstrating value for money and a positive impact on learner lives.
- The funding for learning that is retained by The Learning Partnership will be related to the costs of the services provided. These services, and the levels of funding being retained for them, will be clearly documented. 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.
- Our learners and partners contribute to 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 learner 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 subcontractors, 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.

The exact support provided to our subcontractors will vary dependent on their individual needs, but will include 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 group meetings involving all active partners
- Bespoke paperwork that is fit for purpose
- Teaching, learning and assessment support
- MIS returns completed
- Capacity building training and CPD opportunities
- Policies and procedures
- Equality, Diversity and Safeguarding and Prevent duty support

Payment Arrangements

Payment terms and conditions are agreed with the subcontractor 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. Any anomalies that arise following payment will be subject to reconciliation at a later invoice date.

Policy Communication

The policy is published on-line at <http://learning-partnership.org.uk/about-us/our-quality/> and can be made available in hard copy upon request. The Learning Partnership will ensure all current and potential subcontractors have sight of this Policy and any other relevant documents through email communication.

Publishing Funding Data

In compliance with the Skills Funding Agency and other agency funding rules that apply, The Learning Partnership will publish its subcontracting fees and charges policy on its website before entering into any subcontracting agreements for the 2016-2017 funding year.

The Learning Partnership will also publish data on the actual level of funding paid and retained for each of its subcontractors in 2016-2017. This data will be published within 30 days of the 2016 to 2017 ILR closing.

Policy Review

The policy will be reviewed annually, and / or when significant changes in the funding rules occur.

Monitoring and Evaluation

Sub-contracted activity is a key part of The Learning Partnership's provision. The quality of the provision will be monitored and managed through its existing QA management systems and processes to enable continuous improvements in the quality of teaching and learning for both The Learning Partnership and its sub-contractors.

Approval

Signature:			S Kendall - Chair
Board Approved:	September 2016	Review Date:	July 2017