



### **Introduction**

This policy outlines the way in which we work with training providers with whom we have entered into subcontracting partnerships. It applies to all provision detailed in individual contracts with each partner.

### **Responsibility for implementation**

The Corporation approves the College fees policy each year in advance of commencement of delivery. The College Leadership Team provides advice on delivery costing, setting of fees and anticipated contribution. The policy for 15/16 was approved on 01/07/2015. The policy for 16/17 was approved on 06/07/2016.

### **Rationale for subcontracting**

- Effective subcontracting extends accessibility of provision thereby contributing to the economic prosperity of neighbouring local communities.
- We can widen participation amongst learner groups that would otherwise be “hard to reach” and who face barriers to participation in learning and work.
- We can extend the breadth of College provision and offer opportunities to engage with new markets e.g. widening the range of apprenticeship frameworks and business sectors in which we operate.

### **Selection of partners**

- The College will undertake due diligence and carry out proscribed checks in advance of any contract being agreed.
- The partner should already have an excellent reputation and standing in the sector.
- The College will contract only with partners deemed by the College Leadership Team to be high quality and low risk.
- The provision must fit with College strategic objectives (to complement the College offer).
- Location, delivery patterns and curriculum must present opportunities for learning and employment and wider participation within local and neighbouring communities.
- There must be evidence of high success rates and potential for Outstanding provision.
- The partner must provide evidence that they have implemented sound safeguarding and PREVENT practices

### **Quality Improvement**

- The College actively works with subcontractors to develop the quality of teaching and learning, thereby improving overall quality of teaching and learning for all College learners.
- The College supports subcontractors to implement effective policies and procedures relating to teaching and learning including assessment and verification policies and procedures.
- The College undertakes observations on all aspects of teaching and learning including information, advice and guidance, progress reviews and assessments.

- The College provides timely and meaningful feedback to subcontractors, and incorporates observations into the College moderation and standardisation process to impact internal and subcontractor quality.
- The College carries out learner voice surveys to gather feedback from learners.
- The College supports subcontractors to develop an effective Self-Assessment Report (SAR) and Quality Improvement Plan (QIP) and incorporates subcontractors' SARs and QIPS into the whole College SAR.

#### **Support provided to subcontractors**

- The College provides a Contract manager to manage the relationship with the subcontractors.
- The College Head of Quality ensures that the subcontractors' delivery meets expectations and supports the continuous improvement of the subcontractors' provision.
- College administration ensures timely and accurate recording of learner information on the ILR.
- The College undertakes a regular and substantial programme of quality assurance checks on the education and training provided, including visits at short or no notice and face-to-face interviews with staff and learners. This includes learner existence and eligibility verification, direct observation of initial guidance, assessment and delivery of learning.
- The College ensure that the subcontractors comply with SFA / EFA funding guidance, rules and audit requirements.
- The College offers CPD activities to teachers / delivery staff to support improvements in teaching, learning and assessment

#### **Fees and charges**

The table represents funding and pass-on to subcontractors in the current and previous years. The pass-on % is calculated based on the level of resource required: to manage effectively the individual subcontractor relationship; to ensure funding returns and requirements are met and to ensure that the quality of delivery to learners is maintained and that any risk to the College and Skills Funding Agency is mitigated. The typical range of pass-on is 75% to 80%.

Payments to subcontractors		2016/17 planned				2015/16			
		UKPRN	Type of Provision	Provision £ (Gross)	Paid £ to subcontractor	Contract Start / End	Provision £ (Gross)	Paid £ to subcontractor	Contract Start / End
Adult Training Network Ltd	10000147	Adult Skills Classroom based (Excluding 19-24 Traineeships)	£393,333	£295,000	01/08/2016 to 31/07/2017	£366,667	£275,000	01/08/2015 to 31/07/2016	
Life Long Learning Centre Ltd	10024635	Adult Skills Classroom based (Excluding 19-24 Traineeships)	£393,333	£295,000	01/08/2016 to 31/07/2017	£366,667	£275,000	01/08/2015 to 31/07/2016	
Let Me Play Ltd	10040664	Apprenticeships (16-18 and 19+) Supporting PE / Sport Delivery in Schools, Business Administration	£102,668	£83,150	01/08/2016 to 31/07/2017	n/a			

**Payment terms**

Payment will be based on actual delivery evidenced through the College's ILR. The College will not pay in advance for delivery proposed but for which no evidence has been provided. Payment will not exceed the Maximum Contract Value specified in the signed contract.

**Communication**

The Fees and Charges Policy will be routinely communicated to and discussed with current subcontractors as part of the contract review process.

The Fees and Charges Policy will be communicated to potential subcontractors as part of the procurement process.

**Policy review**

The fees and charges policy will be reviewed annually. Date of last review **March 2017**

**Publication**

The fees and charges policy will be published on the College's website.

 ..... Date: 16/05/2017  
Barbara Gilgallon (Chair)

Signed on behalf of the Members of the Corporation of  
Richmond Upon Thames College