



OAKLANDS COLLEGE

**Supply Chain
Fees and Charges
Policy
2022 / 2023**

Supply Chain Charges and Fees Policy

Scope

This policy statement details how Oaklands College will apply fees and charges to contracts with organisations sub-contracted to deliver training on the College's behalf. It outlines the College's Supply Chain Charges and Fees Policy for the 2022/2023 academic year. It is published in line with ESFA requirements stated in Funding Rules - 2022 to 2023.

Disclaimer

The College reserves the right to amend its sub-contracting arrangements at any time in accordance with the terms and conditions contained in its standard contract for sub-contracted provision.

Under delivery and ensuring costs are reasonable

Quarterly reconciliations will be performed to compare the correct funding generated against payments made. The College reserves the right to vary the proposed monthly payment where funding generated is less than payment made.

Reasons for Sub-contracting

- Sub-contracting, in particular to deliver niche provision, ensures high quality of teaching and learning attributable to the Sub-contractors' extensive and focused experience in the specialist areas
- Sub-contracting ensures cost effectiveness of programme delivery on occasions when it may be desirable for the College to provide access to specialist programmes but it is not viable at a point in time for the College in consideration of in-house resources and expertise
- Sub-contracting contributes towards the sustainability of the College's provision overall as it helps the College to respond flexibly to changing market demands and emergent opportunities
- Sub-contracting widens the range of progression opportunities for students both from Sub-contractors' to the College's programmes and vice versa
- Sub-contracting provides development opportunities for both the College and its Sub-contractors, to share good practice leading to innovation and new ways of working

The College's Contribution to Improving the Quality of Teaching, Learning and Assessment

- The College ensures that Sub-contractors are included in the College's Quality Cycle and are guided and supported by the College to follow this process
- The College provides training to Sub-contractors on completing the Self-Assessment Review and the Quality Improvement Plan. Sub-contractors then present the completed SAR and QIP in a meeting with the College's senior management and any actions arising are addressed in collaboration between the College and the Sub-contractor
- Sub-contractors are expected to hold Course Centre Approvals in their own right and liaise fully with the awarding bodies to maintain such approvals without sanction. However, the College will regularly review External Verification reports submitted by Sub-contractors and monitor any follow-up actions required

- Where the Sub-contractor is new or is an employer then the college willingly supports and guides the employer/sub-contractor to implement processes for approval / certification
- The College regularly validates the outcomes of Sub-contractors' own quality monitoring processes

Student Journey

The College reserves the right to undertake graded observations of five stages of the student journey:

- Initial Assessment and Induction
- Teaching and Learning
- Progress Reviews
- Assessment
- Exit Reviews

Additionally, College or College appointed Quality and Audit departments will require access to IQA records and standardisation meetings for observation purposes.

Feedback will be given following all observations and action plans agreed to ensure any required improvements are made.

In addition, Partners and Sub-contractors will be required to undertake their own internal observations on all areas of the student journey and submit these reports to the Colleges Quality Department. Support from the College's Quality Department will be made available to enhance this activity.

Course Documentation

All courses, unless otherwise agreed, will have their content defined within a scheme of work. All sessions within a course will be planned using an appropriate lesson/session plan. All sessions should be evaluated in writing by the tutor.

Initial Assessment

All courses should include an initial assessment process that enables students to identify what they want to achieve from the course and which enables tutors to modify delivery to suit both student and employer requirements. This should include basic skills assessments, diagnostic tests and vocational skill analysis where applicable.

Student Progress

Student progress records must be maintained at an appropriate level of detail in relation to the context and length of the course.

All Partners and Sub-contractors will be required to utilise the College's progress tracking system unless the Partner/Sub-contractor uses their own in-house system, which is approved by the College in advance of delivery. It is essential that every student's progress is tracked.

Health and Safety

Partners and Sub-contractors must provide all details of how they ensure that facilities used to deliver learning meet all health and safety regulatory and legislative requirements, including where required, specific health and safety reports, audits and risk assessments.

Partner and Sub-contractor staff must be capable of, and must undertake, activity and facility risk assessments both before learning commences and at a frequency consistent with the type of activity and the nature of the facility being used. As a minimum, health and safety assessments will be required on an annual basis.

Oaklands College personnel will undertake health and safety visits at provider premises to ensure legal compliance and that systems and processes are to a high standard. Action plans will be produced following the visits and these will be monitored closely until all actions have been completed.

Facilities and Resources

All facilities and resources used must be 'fit for purpose' and comply with all current Health and Safety Legislation.

Safeguarding

All Partners and Sub-contractors must have:

- A named lead who is accountable for safeguarding policy and practice within the organisation
- Clear priorities for safeguarding and promoting the welfare of students explicitly stated in strategic policy documents including responsibilities for PREVENT
- A clear commitment by senior management to the importance of safeguarding
- A clear line of accountability and defined roles and responsibilities within the organisation for safeguarding
- Recruitment and human resources management procedures that take account of the need to safeguard students, including arrangements for appropriate checks on new staff and volunteers
- Procedures to deal with allegations against staff, including a named senior manager to whom allegations are to be reported
- Arrangements to ensure that all staff undertake appropriate training or complete the eLearning package provided by the College. This must be kept up to date by refresher training at regular intervals
- All staff working with students are made aware of the arrangements for safeguarding including their own responsibilities and knowing the named lead and process for referrals
- Safeguarding policy and related policies and procedures that as a minimum cover all aspects of those required by the Local Safeguarding Children Board and the College
- Arrangements to work effectively with the Local Safeguarding Children Board, the College and other organisations to develop safeguarding practice, including the sharing of best practice
- Appropriate whistle-blowing procedures which enable issues about safeguarding to be addressed

Equality and Diversity

All Partners and Sub-contractors must have:

- Named lead for equality and diversity who is accountable for policy and practice within the workplace/training environment
- Information available to trainees/apprentices on their rights and responsibilities in the workplace
- Effective policies and procedure to deal with bullying, harassment and discrimination
- Working/learning environments that are free from images, language or activity which may impact negatively on people who share any of the following characteristics which are protected under the law - ethnicity, gender, faith, age, disability, gender reassignment, sexual orientation, marriage and civil partnership, pregnancy and maternity
- Key members of staff who have either attended equality and diversity training or completed the eLearning package provided by the College

Performance data will be analysed to monitor any gaps in recruitment or success. The provider will be required to implement an action plan to address any gaps identified. Both data and action plans will be discussed within contract reviews and quality summits.

Information, Advice and Guidance

All Partners and Sub-contractors must be able to demonstrate that:

- They provide impartial information, advice and guidance to a standard consistent with that provided by Oaklands College at the start, throughout and at the end of their learning programme
- All students are able to make a well-informed judgement on the suitability of a programme before they undertake it
- All students receive timely IAG as they approach the end of their training programme
- They support students who require specialist or higher levels of IAG to receive it

Student/Employer Voice

Partners and Sub-contractors will be required to capture formalised student and employer feedback when prompted to continually review and improve delivery ensuring both student and employer satisfaction. The College will provide the feedback questionnaires and will analyse the results periodically, sharing any best practice identified. Action plans will be agreed and monitored to ensure that all areas for improvement identified are addressed.

Continuous Professional Development

Oaklands College will offer relevant training sessions and updates to Partner and Sub-contractor staff. Although attendance will not be mandatory at all sessions all staff working with students on the College's contract will be expected to attend at least one session each year.

Self-Assessment

All Partners and Sub-contractors will be required to undertake a self-assessment process in relation to the Common Inspection Framework and produce a SAR (Self-Assessment Report) which clearly and specifically identifies and evaluates the courses or programmes, which they are contracted to deliver. The SAR and resulting QIP (Quality Improvement Plan) must be submitted to the College annually in a timely manner to allow the overall College SAR to be produced.

Service Standards

All Partners and Sub-contractors will be required to demonstrate how they will meet Oaklands College service standards and how they will communicate these standards to students.

Fees Retained by the College

The fee retained by the College is calculated as a percentage of the total contract value agreed with the Sub-contractor. The typical percentage range of fees retained by the College is 15% to 20%.

Where the college works with partners using college premises, the college reserves the right to charge a fee of up to 25%. The fee is calculated using risk assessment of the following factors:

- Track record of the Sub-contractor with regard to meeting success and funding targets
- Length and history of previous contract relationship with the College
- Financial standing of the Sub-contractor
- Anticipated demands of the contract on the College's resources
- Contract size with regard to both funding and learner numbers

The fee is open to negotiation and review by Subcontractors and the final fee will be agreed by both parties.

A detailed management fee structure by subcontractor can be found on the College's website.

Support for Sub-contractors

In return for the fee charged by the College, Sub-contractors will receive:

- Advice and guidance at pre-contract stage
- Regular contract & performance reviews and reports
- Specialised meetings as relevant such as SAR presentation or contract planning meeting
- Regular monitoring visits with detailed feedback identifying good practice and areas for improvement
- Enrolment and audit compliance training
- SAR training

- Ongoing administration support including in-depth checks of evidence submitted and regular feedback on issues identified
- Input of enrolment documentation submitted
- Submissions of data to funding organisations
- Regular financial reports to inform invoicing
- Ongoing data checks and support to resolve data queries
- Ongoing support to address any areas for improvement

Itemised costing

For each subcontractor, a detailed list of specific costs will be included within the contract. These costs will be based on the work involved with each specific subcontractor including managing the subcontractor, quality monitoring and any specific support costs.

These detailed costings will be reviewed by the Head of Work Based Learning and the Finance Director to ensure that each cost is reasonable and proportionate to the specific delivery of the teaching.

The itemised costs contribute to the delivery of Quality training as follows:

- The due diligence ensures that subcontractors have good, qualified staff, good record with Awarding organisations (EV report), appropriate policies in place etc.
- This is supported by the Initial audit carried out by the Quality dept.
- Observations ensure that the subcontractors' tutors and other staff are meeting college expectations. (The Quality dept. will endeavor to train several sub-contractors' staff in A1 and V1 qualifications).
- The regular meetings are supported by regular telephone conversations with both the Apprenticeship and MIS teams.

The itemised costs also include ILR management, the use of internal audit (and relaying any advice) and the management of the enrolment and achievement of the students.

The College reserves the right to claw back any costs paid for any under delivery of teaching and training provision of the subcontractor.

Reason for Differences in Fees Charged

Fees charged to individual providers may differ depending on the assessment of risk and support needed.

Payment Terms between the College and its Sub-contractors

- Payments to Sub-contractors are calculated monthly taking into account funding generated to date, levy payments received, the fee, audit hold back and payments to date
- Payment calculations are normally based on actual funding generated for each monthly period
- In exceptional cases, the College may agree with the Sub-contractor profile-based payments with regular reconciliations against actual funding. However, this approach is entirely at the College's discretion
- For any funding to be generated for a given month Sub-contractors are required to submit enrolment and achievement evidence by a certain cut-off date. This is to ensure that the data is

processed by the College in time for the monthly ILR return and the subsequent funding calculation

- Invoices are payable 30 days from receipt
- Full details of payment arrangements for each individual contract are included in each Sub-contractors' contract. These include the detailed schedule for evidence submission and monthly financials deadlines with specific dates for each month

Policy Dissemination

This policy will be disseminated to current Sub-contractors via email and a website link. All potential Sub-contractors will be made aware of the policy as part of the tendering process.

Policy review

This policy will be reviewed at least annually and in addition in-year as needed to reflect any changes in ESFA funding rules. Any changes to this policy that are required mid-contract will be discussed with Sub-contractors.

Policy Publication

This policy will be published on the College's external website and on the College's staff intranet.