

## **2015/16 Supply Chain Fees and Charges Policy**

### **1. Introduction**

The Skills Funding Agency (SFA) introduced a requirement of funding in 2013/14 for providers to publish their fees and charges policy applied to their supply chain (subcontractors).

### **2. College Mission**

Provide outstanding education and training which is primarily vocational and in response to the needs of learners and employers.

### **3. Policy Aims**

In line with this funding requirement this policy covers:

- Our reason for subcontracting;
- Our contribution to improving our supply chain partner's quality of teaching and learning;
- The typical percentage range of fees retained to manage supply chain partners and how this range is calculated;
- The support we will provide in return for the fee we charge;
- If applicable, the reason for any differences in fees charged;
- Payment terms e.g. timing of payments in relation to delivering provision;
- Timing for the policy review.

### **4. Why we subcontract**

- 4.1. Subcontracting provides an effective service for learners who would have difficulty accessing training on college main sites.
- 4.2. Supply chain partners complement our existing provision and offer quality qualifications to support the college's mission statement.
- 4.3. That parity of esteem and quality of provision is maintained with that delivered at by college staff and sites. The college ensures quality of delivery by regular monitoring and unannounced spot checks.
- 4.4. The subcontracting operates within the college's Financial Rules and Regulations.

## **5. Policy Implementation**

All subcontracting activities will form part of the college's Strategic Plan and have the approval of the Corporation.

The Corporation shall receive:

- 5.1. Regular reports from its Audit Committee on the adequacy and effectiveness of the controls
- 5.2. Details of supply chain partners, locations, volumes, qualification aims, lengths of programmes.
- 5.3. Details on retention and achievement

Development of supply chain partners is the responsibility of the Assistant Principal, Quality and Faculty Heads.

## **6. Support for Supply chain partners**

The support of South and City College as the lead college and form part of the management fee charged are:

- 6.1. Undertake visits (announced and unannounced) to ensure that the provision is delivered as agreed in the contract.
- 6.2. Check that the provision is recorded consistently by the supply chain partner to ensure that the contract is delivered and the administration of the provision complies with the college's audit regulations.
- 6.3. Confirm that arrangements are in place to ensure that there should be no risk of double funding.
- 6.4. The supply chain partner programmes shall be reviewed on a three monthly reconciliation of funding against projections. The subcontracting activities are reviewed annually.
- 6.5. Access to best practice meetings and training workshops.
- 6.6. Other support is available dependant on the type, size and length of subcontract.

## **7. Management Fees**

We recognise that all Supply Chain Partners have different levels of capacity and skills and therefore we tailor our management fee to suit the needs of the supply chain partner to deliver quality provision.

The typical percentage range retained by SCCB is between 20% and 30%. This management fee is deducted from the funding income we receive. As part of our contract negotiations we may tailor the payment structure to support the delivery being subcontracted.

The amount retained will be negotiated with individual partners and will depend on a number of factors, including but not limited to, our financial, quality, compliance and

length the supply chain partner has worked with us. All management fees will be reviewed annually.

Payments will be made on a monthly basis following the successfully delivered, validated and the payment confirmed by the SFA.

## 8. Equality and Diversity

The College will ensure that its Supply Chain Fees and Charges Policy operates within the spirit and letter of its Single Equality Scheme. An equality impact assessment has been carried out and this identifies no significant risks.

## 9. Safeguarding

- 9.1. Implicit in this policy is the commitment from the college to ensure the Safeguarding Policy fully embraces the Every Child Matters agenda.
- 9.2. The college will ensure that its Safeguarding Policy promotes safeguarding of children and vulnerable adults

## 10. Manager responsible for policy

Paul Morris – Assistant Principal

## 11. Related Documents

Strategic Plan  
Financial Rules and Regulations  
Tutorial Policy  
ILT/ICT Policy  
Single Equality Scheme  
Quality Policy  
Health & Safety Policy

## 12. Date of Next Review

The policy shall be reviewed at the end of each academic year and approved by the Senior Management Team.

Policy Change History

Version	Date	Description of changes made	Changed by
1.0	August 2013	Modified in the light of the Merger	Naz Khan
2.0	August 2014	Reviewed & Updated	Naz Khan
3.0	August 2015	Reviewed & Updated	Angela Hagans
4.0	August 2016	Reviewed	Angela Hagans

