



**Franchising & Community Provision
Policy**
August 2013

Franchising and Community Provision Policy

1. Introduction

To develop a responsive college collaborative franchising and community function with partner organisations that respond to education and training needs of individuals with learning difficulties who are unable to access mainstream provision.

2. Mission

To provide outstanding education and training which is primarily vocational, in response to the needs of learners and employers

3. Policy Aims

To ensure that:

- 3.1. The college's franchising and community activities and arrangements are managed effectively to auditable standards.
- 3.2. The quality of franchising and community provision is of the same standard as the provision delivered directly by the college.
- 3.3. The financial arrangements for franchising and community activity are wholly transparent and available for scrutiny.
- 3.4. Funding associated with franchising and community activities are based on actual costs incurred by the college and partners.
- 3.5. Ensure that franchise and community provision is effectively monitored by Contract Compliance, Quality Division and Curriculum Division to ensure quality of provision and learner satisfaction.

4. Supporting Principles

- 4.1. Franchising and community provision provides an effective service for learners who would have difficulty accessing training on college main sites due to their severe learning difficulties.
- 4.2. Franchise and community partners have expertise in working with learners with severe learning difficulties and access to premises that meet their disability needs.
- 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 franchising and community programme operates within the college's Financial Rules and Regulations.

5. Policy Implementation

All franchising and community 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 contract partners, locations, volumes, qualification aims, lengths of programmes.
- 5.3. Details on retention and achievement

The development of franchising and community activities is the responsibility of the Assistant Principal – Business Development and Curriculum Directors.

6. Responsibilities

The responsibilities of South and City College as the lead college 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 partner organisation 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 Franchising and Community programmes shall be reviewed on a three monthly reconciliation of funding against projections. The franchising and community activities are reviewed annually.

7. Equality and Diversity

The College will ensure that its Franchise and Community Provision 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.

8. Safeguarding

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

9. 2013/14 Fees

The typical college management fee is 35% of all funding drawn down against the provision to be delivered. There is a detailed and legally binding contract for all sub-contractors in writing in the service level agreement.

10. Payment Arrangements

Payments are made upon receipt of evidence of delivery through enrolment forms and registers.

Payments are made in arrears by BACS and subject to South and City College receiving the funding from the Funding Agency. If any supporting evidence is queried by South and City College payment may be withheld until these queries are resolved, and payment will then be made at the earliest possible opportunity.

11. Manager responsible for policy

Naz Khan – Assistant Principal – Business Development

12. Related Documents

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

13. 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 2012	Modified in the light of the Merger	Naz Khan
1.1	April 2013	Fees and Payment Arrangements added to policy.	Naz Khan