

Associate Delivery-Supply Chain Fees and Charges Policy

Integrity



Our Mission

To inspire learners to recognise and achieve their full potential

Our Values

Excellence, Passion, Team Work, Integrity, Innovation,
Sustainability, Valuing Others and Supportiveness

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| Sparsholt College Group | |
| The Sparsholt College Group (the College Group) includes Sparsholt College, Andover College, University Centre Sparsholt, Sparsholt College Services, Westley Enterprises and Andover Town Football Club. College Group policies apply to each part of the group unless specified otherwise. | |
| The Associate - Supply Chain Fees and Charges Policy was updated and approved in July 2019. | |
| Equality Impact Assessment | Conducted: July 2019 |
| Originator: Vice Principal (Corporate) | Located: College Policy Document Library and college website |
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| Date of next scheduled review: | <i>June 2020</i> |

Supply Chain Fees and Charges Policy

Excellence, Integrity, Valuing Others, Teamwork and Supportiveness

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SPARSHOLT COLLEGE HAMPSHIRE incorporating ANDOVER COLLEGE

Associate Supply Chain Fees and Charges Policy

1. Policy

Sparsholt College Hampshire (the College) is committed to using the majority of its **Adult Skills Budget and 16-18 Apprenticeship funding to best service the needs of learners within two hours travel distance from the College.**

In 2018/2019 the College will subcontract a small amount of our allocation through subcontracting Apprenticeships and Adult Classroom Delivery. All delivery relates to provision where the College does not have capacity to deliver itself or where a partnership is needed to fully meet the needs of the qualification. In 2019/2020, the College will limit subcontracting to £80,000 of its Adult Education Budget and will continue to fund where it does not have sufficient resource to meet delivery itself. Associate subcontractors are selected following Due Diligence assessment and on the basis that they share the same values of the College. All subcontractors are subject to rigorous compliance and quality assurance checks that enable the College to ensure that the needs of all learners are being fully met.

The College also has European Social Fund subcontracting arrangements with Enterprise M3 colleges which sit outside of the scope of this policy and where different quality assurance arrangements and fee structures are in place which reflect the partnership arrangements for the delivery of EM3/ESFA contracts with a consortium of local colleges. All non-college partners delivering on ESF contracts do fall within the scope of this policy.

2. Strategic Plan reference to Subcontracting Activity

Priority 4 – The forging of key strategic alliances to secure our market prominence and influence, in order to be able to focus on projects and products with high-value impact for our commercial customers, our learning communities and the College.

Objective 13 – Have key partnerships in place with trusted and reliable College and business partners which provide an increased range of high quality direct or indirect learning offers to business or which maximise, effectiveness and impact.

3. Fee Structure and Services Provided

For academic year 2018/2019, the College is capping fees at 20 per cent of the value of the learning and, for 2019/2020, the College will continue to cap fees at 20 per cent for all existing subcontractors for new starts until 31 December 2019.

The College will then renegotiate the contract with longstanding subcontractors providing for an itemised cost model which will be capped at 20% of the value of the sum paid by ESFA for the

delivery. As further detailed below, from January 2020, the College will ensure all costs are individually itemised in the contract and describe how each cost contributes to delivering high-quality learning and will explain how such costs are reasonable and proportionate to delivery of the learning or apprenticeship training

Payments will be made 30 days from date of invoice on condition all evidential documentation has been submitted in a timely manner. Monies will be paid in accordance to the claims made by the College.

From 1 January 2020, the College will clearly describe in our contract with the Subcontractor (and for avoidance of doubt, before commencement of any learning in the academic year) the reason for subcontracting, the services being provided and the associated costs when doing so. This will include a list of specific costs for managing the subcontractor, quality monitoring activities, and any other support activities offered by the College to the subcontractor

College Services Include:

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| Eligible Items |
| Learner Pre-eligibility checks and learner validation telephone calls |
| Enrolment |
| Compliance Audit |
| Self-Assessment support |
| Quality Improvement Plan Support |
| Teaching and Learning Observations for each area of delivery (TALO) |
| TALO reports |
| Assessment Observations |
| Learner Surveys |
| Employer Surveys |
| Learner Voice Meetings |
| Weekly contract review meetings |
| Annual unplanned Drop in Visit |
| Template documentation |
| Additional Third Party External Compliance Audit |

4. Publication of Supply Chain and Charges Policy

This Policy will be published in July 2019 on the College website. The College will also make an annual declaration to the ESFA detailing the amount that the College has spent each academic year on Subcontracting fees and the details of each organisation with which the College has worked.