

Policy Title	Subcontracting Fees and Charges Policy
Date Approved	30 th July 2018
Approved by	Executive
Date of Equality Impact Assessment	N/A
Next Review Date	July 2019
Executive Lead	VP F&I
Applicable to:	Staff
Accessible to:	Students, Staff, Governors, Public

1. Policy Statement

1.1 Loughborough College is committed to growing and diversifying the range of courses it delivers to widen participation, target and support the most vulnerable, engage in new and emerging markets and meet the regional and local economic development agenda and increasing prosperity. The service achieves this by operating an externally commissioned delivery model which promotes innovation and responsiveness to identified need. Loughborough College subcontracts a large majority of its provision to partner providers who can evidence high quality delivery.

2. Scope

2.1 This policy applies to all supply chain activity supported by funds supplied by the Education and Skills Funding Agency, European Social Funds or any successor organisations.

2.2 This strategy covers two key areas of subcontracting:

- i) Provision subcontracting where there is the delivery of full programmes or frameworks by the Subcontractor
- ii) Service subcontracting where the delivery of a service as part of the delivery of a programme such as procuring the delivery of part of an Apprenticeship framework or outreach support.

2.3 In both instances set out at points (i) and (ii) Loughborough College retains full accountability for contract delivery.

3. Overarching Principle

3.1 In line with the College Quality Framework, LOUGHBOROUGH COLLEGE is committed to the overarching principle to optimise the impact and effectiveness of service delivery to learners and other clients by:

- Adhering to the principles of the Ofsted Common Inspection Framework.

- Undertaking fair and transparent procurement activities and conducting robust due diligence procedures.
- Relating the management fee to the costs of the services provided.

4. Subcontracting and Commissioning Process

4.1 LOUGHBOROUGH COLLEGE operates a 2 stage commissioning process to establish a provider framework that offers high quality teaching and learning. Prospective subcontractors will complete a Pre-Qualification Questionnaire to ensure:

- There are no grounds for exclusion from delivery
- The provider holds appropriate levels of insurance
- The provider is sound financially
- Health and Safety, Safeguarding and Prevent legislation is sufficiently adhered to
- Subcontractors comply with legal obligations relating to equality and diversity
- Subcontractors appear on the Registry of Training Organisations (if applicable)
- Recruitment processes and appropriately targeted
- A strong track record of delivery
- Suitably qualified teaching staff are available to the organisation
- The approach to quality assurance is robust
- The frequency and approach to information, advice and guidance is suitable to meet the needs of learners
- The provider has considered its approach to tracking learner destinations

4.2 Providers who are successful at the PQQ stage will be invited to apply for funding. Applications for funding will be assessed by the college commissioning panel. The panel will ensure that:

- The proposed delivery is in the best interests of learners and employers

- The proposed delivery has a clear strategic fit with LOUGHBOROUGH COLLEGE's strategy, mission, objectives and values
- There is sufficient expertise within the provider to quality assure the provision
- There is sufficient staff resource in support areas to administer the processes
- The subcontractor is approved by our due-diligence process · There is sufficient funding available within our allocation
- The Subcontractor agrees to work within the terms of our contract

5. Improving the Quality of Teaching and Learning

5.1 Subcontracted providers will be expected to meet LOUGHBOROUGH COLLEGE's quality assurance standards. LOUGHBOROUGH COLLEGE is committed to supporting, developing and sharing good practice and professional development of staff through quality reviews, operational meetings, observations of teaching and learning and learner and employer feedback.

5.2 Subcontracted activity is a fundamental part of LOUGHBOROUGH COLLEGE's provision. The quality of the provision will be monitored and managed through LOUGHBOROUGH COLLEGE's existing quality framework with the Self-Assessment Report / Quality Improvement Plan process ensuring continuous improvement throughout the learner journey.

5.3 The following principles guide the quality improvement process:

- It is collaborative with a focus on driving continuous improvement
- It is flexible to meet the needs of a range of learners, employers and communities
- It promotes an open, honest and critical appraisal of learning provision
- It supports the Ofsted Framework and The Matrix Standard and other relevant guiding principles for high quality provision

5.4 LOUGHBOROUGH COLLEGE's quality assurance is underpinned by a series of set actions and processes throughout the academic year. These include:

- Undertaking annual Self-Assessment Report (SAR) and Quality Improvement Plan (QIP), and receiving progress reports in line with Ofsted, Matrix and other relevant guiding principles
- Ensuring that the actions contained within the QIP are implemented

- Reviewing participation, retention and achievement rates, and performance of providers against agreed college objectives
- Periodically reviewing and updating QIP progress reports
- Delivering services in accordance with national policy and strategy
- Monitoring and analysing performance data to support continuous improvements in the outcomes for learners
- Monitoring progress against external standards e.g. Ofsted Common Inspection Framework and The Matrix Standard
- Reviewing the quality and efficacy of all aspects of the learner journey
- Analysis of learner recruitment patterns and equality and diversity demography and progress and performance levels while undertaking a programme of study
- Impact of learning on learner's outcomes measured against their starting point and aspirations and academic targets and destination tracking following completion of a programme study identifying entry into the employment market, further study as a higher level or other destination outcomes.

5.5 In addition to the desktop and data based analysis of performance linked to the provider dialogue LOUGHBOROUGH COLLEGE will expect there to be a robust Teaching, Learning and Assessment observation process in place, or that the College Teaching, Learning and Assessment model is adhered to.

5.6 The aim of the TLA development process is to be supportive and developmental for tutors and assessors, and to ensure the quality of learning is good or outstanding throughout all provider delivery.

5.7 LOUGHBOROUGH COLLEGE will also carry out:

- . Visits at short notice
- . Face to face interviews with staff and learners
- . Direct observation of initial guidance
- . Direct observation of assessment
- . Direct observation of delivery of learning programmes
- . Joint lesson observations (ungraded)

5.8 LOUGHBOROUGH COLLEGE will also develop quality processes alongside its peers through Peer Observation Sets. These are developed according to the following key principles:

- A supportive approach between peer tutors (trainers, instructors, and teachers) to develop performance in teaching, learning, assessment and reviews
- Organised between one manager and between three and four tutors, in the same locality or centre
- All parties voluntarily engaged to support their own performance and that of others
- Training in the approach of TLA Development to all parties by an expert
- Use of agreed criteria to support consistent approaches to observation and reporting
- Announced and organised observations within the same locality or centre
- Decision to give/not to give overall grades is up to the peer observation set. Sub-grades should be given along with actions for improvement.
- A moderation panel approach to evaluate the peer observation set and to make improvements.

6. Management Fees

6.1 Loughborough College will retain a management fee from all subcontracted partner organisations, normally within a range of 15% to 30%.

The fees charged reflect the cost of the day to day management of the subcontracted delivery, including the commissioning and procurement process, capacity development, quality support and administration and management of the subcontracts including the monitoring of learner progress, collecting and updating due diligence, ensuring audit compliance, dealing with partner queries, coordinating self-assessment processes, quality and compliance monitoring, as well as other similar services as needed.

The fee also includes administration support to process the data, ILR management, support with working with national agencies and funding bodies, advice relating to policies and any ESFA guidance. It will also cover the management of funding and finances i.e. preparation and processing of payments.

For the Advanced Apprenticeship in Sporting Excellence the fee retained by Loughborough College will also vary depending on what aspects of the programme Loughborough College are delivering and any fee taken by the National Governing Body for delivery.

Management fees may vary between subcontractors and this is subject to the level of support required. The management fee is open to negotiation and review by Subcontractors and the final fee will be agreed by both parties and stated in the signed contract.

See attached Appendix 1 for all Subcontractor fees and charges 2016-2017

6.2 The mix, balance and level of support for each subcontractor will vary depending on the specific needs of the subcontractor. LOUGHBOROUGH COLLEGE will however always ensure that each subcontractor receives a high level of support and guidance and access to LOUGHBOROUGH COLLEGE systems and resources, including but not limited to:

- Ongoing development of strategy
- Developing practice in conjunction with funding regulations
- Implementing the LOUGHBOROUGH COLLEGE quality framework
- Contract and performance monitoring
- Provision of bespoke Information, Advice and Guidance services
- Financial management
- Provider financial audit
- Legal
- Quality management systems
- Management information services and data control advice
- Audit of management systems and delivery
- Unannounced observations of teaching, learning and assessment
- Safeguarding of Young People and Vulnerable Adults procedures
- Health and Safety compliance
- Providing access and maintaining the Partner Portal (Moodle)
- Coaching
- CPD Opportunities and planned training and development

- Policy development
- Support with ESFA funding rules / regulations interpretation and compliance
- Updates regarding funding and policy guidance
- Supporting networks
- Equality and diversity support
- Administration of the AGE Grant process
- Administration of 19+ Advanced Learning loans
- Administration of 16-19 Bursary funds
- Celebrating learner achievement

7. Payment Arrangements

7.1 Subcontractors will earn funding on a monthly basis and will be paid at a frequency agreed with LOUGHBOROUGH COLLEGE as part of the contract clarification process and in line with validated data.

7.2 Following validation of the evidence in the ILR / enrolment return, LOUGHBOROUGH COLLEGE will make the appropriate payment to the subcontractor based on the level of income earned

7.3 All payments will be triggered via invoice and accompanying validated evidence of delivery. Invoices will contain the provider order number of the associated schedule and payments made by BACS on the monthly supplier payment run.

7.4 LOUGHBOROUGH COLLEGE expects that subcontractors will participate in the assessment of accuracy of payments and review remittance advice to ensure there are no inaccuracies.

8. Policy Communication

8.1 The Policy is available on-line at the college website www.loucoll.ac.uk and can be made available in alternative format or language upon request.

8.2 In the spirit of openness and transparency the policy is available in the public domain. The policy will be reviewed at least annually in June of each year. Any changes to the policy will be notified to subcontractors as part of their regular performance review or via separate correspondence.