

**Fees and Charges policy Appendix 1 List of Charges 2013-14**

The following activities are included in the standard contract management and covered by the retained funding element

<b>Activity</b>	<b>Number/Frequency included in standard retained funding element</b>
<b>Pre-Contract Processes</b>	
Due diligence desk-top checks	1 at set-up
Due diligence visit	1 per site, up to 3 sites
Annual due diligence review	1 per year
Issuing standard subcontract agreement	1 per year
<b>MIS Processes</b>	
Issuing Loughborough College document templates and forms to be used by the subcontractor	As and when amended
Agreeing use of subcontractor templates and forms (if at least as good as Loughborough College Documents)	1 per year
Entering learner data and amendments onto the ILR	All
Entering attendance data and reconciling with ILR	All
Calculating fees due and processing payments received	All
Data-match checks with other main contractors with whom the subcontractor works	All
<b>Quality Assurance Processes</b>	
Quality Assurance visits and lesson/assessor observations	Up to 3 per year
Contract management review meetings	Up to 4 per year
Annual survey of learners	1 per year
Annual survey of employers (if applicable)	1 per year
Annual audit of MIS Data, including enrolment forms and attendance records	1 per year

Review of learner documents, including tracking records, reviews and ILPs	1 per year
Annual review of the subcontractor success rates, Self-Assessment process and Quality Improvement Plan	1 per year
Incorporate the subcontractor provision within the Loughborough College Self Assessment process	Annually
Use of Loughborough College VLE to post learner materials	

The subcontractor will incur the following charges if additional activity is required to address poor performance or reduce risk

<b>Activity</b>	<b>Cost to Subcontractor</b>
<b>Pre-Contract Processes</b>	
Additional due diligence investigation, e.g. to investigate financial records or take additional references	£40 per hour
Produce action plan as result of unsatisfactory due diligence checks or visit	£40 per hour
Additional due diligence visit to monitor improvements	£40 per hour
Additional due diligence visit due to additional delivery locations	£40 per hour plus transport cost
<b>MIS Processes</b>	
Returning enrolment forms or other documents due to incorrect completion	Normally no charge, but continued non-compliance will incur non-compliance letter charge
Non-compliance letter from Loughborough College requiring improvement	£40
<b>Quality Assurance Processes</b>	
Self-Assessment Report (if not produced to satisfactory standard by subcontractor)	£40 per hour
Quality Improvement Plan (if not produced to satisfactory standard by subcontractor)	£40 per hour

Quality Assurance – site visits	£40 per hour plus transport cost
Quality Assurance – remote (desk-top review)	£40 per hour
Contract Management review meetings	£40 per hour
Additional survey of learners	£200 + external survey cost
Additional survey of employers (if applicable)	£200 + external survey cost
Providing consultancy support (Departmental Head level)	£60 per hour

The following rates will apply to additional services which Loughborough College may provide for the subcontractor

<b>Service</b>	<b>Cost</b>
Registration of learners on Loughborough College centre with Awarding Bodies	Cost +10% (subject to a minimum charge of £20)
Certification of learners from Awarding Body	Cost +10% (subject to a minimum charge of £20)
Certification of Apprentices with ACE	Cost +10% (subject to a minimum charge of £20)
Internal Verification	To be agreed depending on provision