
Third Party Delivery Supplier and Sub-Contracting Fees Policy

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Document Control

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Oldham College

1 Authority & Context

1.1 Background

The Oldham College has been providing outstanding vocational training for learners and businesses for over 50 years. We deliver training to around 8,000 students every year in key subject areas which include construction & engineering, creative arts, hair & beauty, business services and environmental technologies. The main campus is on Rochdale Road with facilities located elsewhere within Oldham.

1.2 Rationale

In order for the college to remain competitive and truly responsive to the needs of its stakeholders it must be able to offer a quality service without the usual constraints of staff recruitment and development whilst still engaging with the highest quality delivery agents in programme areas where it may not be possible for the college to increase its current capacity. There may be occasions where the college would seek to invoke this policy in order to develop new curriculum areas that may be required in order to meet demand identified through local / national strategic or economic development. This policy will be reviewed annually and published on the college website (<http://www.oldham.ac.uk/legal.aspx>), all potential sub-contractors are directed to this before submitting their proposal to the college.

2 Scope

This policy will cover all 'Provision Subcontracting' as defined by the Skills Funding Agency and all other agents that provide any part of the service to learners or employers that may be eligible for funding through the Education Funding Agency or the Skills Funding Agency would be treated as 'Service Provision which could include but not exclusively services such as:

- Learner Recruitment
- Learner IAG and Induction
- Learner Initial Assessment
- Learner Training & Development Delivery
- Learner Assessment
- Learner Qualification Verification / Moderation / Marking
- Learner Progress Reviews

3 Policy Content

- 3.1 The college will typically recruit service providers under this policy through its own network contacts though may choose to run a competitive auction if the value of the provision it seeks to procure is outside acceptable limits and governed by such applicable law that is or may come into force throughout the academic year in which the service is required.
- 3.2 All services procured under this policy will be delivered and managed in accordance with the procedures listed below and will not have agreements ending after the last day of the current academic year though could be for much less if required for a specific 'one off' project.

3.3 Where a full 'provision sub-contract' is issued, agreed management fees will be set in accordance with the following criteria (see below) and agreed with the sub-contractor prior to contract issuance and will remain in place for the duration of the contract within that academic year.

- Track record with the college, (i.e. do they require additional support with college systems)
- Approved by the SFA and on their approved Register of Training Organisations (ROTO)
- Accredited to deliver IAG services under MATRIX standards
- Occupational Risk banding of qualifications to be delivered
- Financial stability based on feedback from an approved credit reference agency
- Value of potential contract
- Exposure risk to college following any non-delivery
- Current capability / capacity to deliver the whole service and ability to cope with business challenges.

3.4 All management fees for full sub-contractors will range from 35% to 10% based on the above factors and will be agreed prior to contract agreement and will be accepted by the sub-contractor to be in place for the duration of the academic year to which the contract will relate to and reviewed each academic year thereafter if applicable.

3.4.1 All agreed management fees take into account the experience of the provider and if the provider is requiring additional support other than that of the college providing funding and managing data it will be detailed within the individual funding agreement. All provision subcontractors have the following as part of their fees as standard, higher fees may be charged based on identified additional risk or support needs as identified in 3.3 of this policy

3.4.1.1 Enrolment Data input

3.4.1.2 Monthly ILR Data Management

3.4.1.3 SFA Financial Claims

3.4.1.4 Progress Review Monitoring

3.4.1.5 Success Rate Data Monitoring

3.4.1.6 Leaver Data Management

3.4.1.7 Quality Monitoring of Teaching, Learning & Assessment

3.4.1.8 Self-Assessment Guidance

3.4.1.9 Telephone Support on Funding Rules & Regulations

3.4.2 All payments to provision subcontractors will be made in line with the agency funding Rules, payments are calculated on the actual income paid to the college by the agency for the provision less the agreed management fee, all invoices are payable on a standard 30 day terms.

3.5

The table below shows the total funding and payments to sub-contractors for the academic year 2016-17.

Sub-Contractor Name	UKPRN	Start Date	End Date	Type of Provision	Funding Received by College	Funding Paid to Sub-Contractor	Funding Retained by the college
DMR Training	10041086	01/08/2015	31/07/2016	16-18 Apprenticeships	£34,200	£27,360	£6,840
DMR Training	10041086	01/08/2015	31/07/2016	19+ Apprenticeships	£8,638	£6,910	£1,728
SHL Training Solutions	10023496	01/08/2015	31/07/2016	19+ Apprenticeships	£98,717	£82,922	£15,795
Kashmir Youth Project	10003538	01/08/2015	31/07/2016	16-18 Apprenticeships	£12,251	£10,536	£1,715
Kashmir Youth Project	10003538	01/08/2015	31/07/2016	19+ Apprenticeships	£10,050	£8,643	£1,407
The Training Brokers	10036106	01/08/2015	31/07/2016	16-18 Apprenticeships	£5,173	£4,345	£828
The Training Brokers	10036106	01/08/2015	31/07/2016	19+ Apprenticeships	£13,395	£11,251	£2,144
DKFS TRAINING LTD	10042528	01/08/2015	31/07/2016	16-18 Apprenticeships	£7,358	£5,887	£1,471
DKFS TRAINING LTD	10042528	01/08/2015	31/07/2016	19+ Apprenticeships	£11,697	£9,357	£2,340

The table below shows the total funding and payments to sub-contractors for the academic year 2015-16.

Sub-Contractor Name	UKPRN	Start Date	End Date	Type of Provision	Funding Received by College	Funding Paid to Sub-Contractor	Funding Retained by the college
Back2Work Complete Training	10033156	01/08/2015	31/07/2016	Classroom Learning	£84,411	£71,749	£12,662
DMR Training	10041086	01/08/2015	31/07/2016	16-18 Apprenticeships	£10,866	£8,693	£2,173
DMR Training	10041086	01/08/2015	31/07/2016	19+ Apprenticeships	£5,134	£4,107	£1,027
SHL Training Solutions	10023496	01/08/2015	31/07/2016	19+ Apprenticeships	£19,263	£16,181	£3,082
Kashmir Youth Project	10003538	01/08/2015	31/07/2016	16-18 Apprenticeships	£12,227	£10,515	£1,712
Kashmir Youth Project	10003538	01/08/2015	31/07/2016	19+ Apprenticeships	£8,858	£7,618	£1,240
The Training Brokers	10036106	01/08/2015	31/07/2016	16-18 Apprenticeships	£2,952	£2,480	£472
The Training Brokers	10036106	01/08/2015	31/07/2016	19+ Apprenticeships	£3,142	£2,639	£503
The Training Brokers	10036106	01/08/2015	31/07/2016	Classroom Learning	£27,276	£22,912	£4,364
DKFS TRAINING LTD	10042528	01/08/2015	31/07/2016	16-18 Apprenticeships	£15,090	£12,072	£3,018
DKFS TRAINING LTD	10042528	01/08/2015	31/07/2016	19+ Apprenticeships	£23,898	£19,118	£4,780
Stockport College	10006331	01/08/2015	31/07/2016	Classroom Learning	£44,661	£39,302	£5,359

The table below shows the total funding and payments to sub-contractors for the academic year 2014-15.

Sub-Contractor Name	UKPRN	Start Date	End Date	Type of Provision	Funding Received by College	Funding Paid to Sub-Contractor	Funding Retained by the college
Back2Work Complete Training	10033156	01/08/2014	31/07/2015	16-18 Apprenticeships	£21,347	£16,010	£5,337
Back2Work Complete Training	10033156	01/08/2014	31/07/2015	19+ Apprenticeships	£9,541	£7,156	£2,385
Brighter Beginnings Day Nursery Ltd	10034931	01/08/2014	31/07/2015	16-18 Apprenticeships	£30,621	£24,497	£6,124
Brighter Beginnings Day Nursery Ltd	10034931	01/08/2014	31/07/2015	19+ Apprenticeships	£9,778	£7,822	£1,956
Community Skills Development Agency	10019919	01/08/2014	31/07/2015	19+ Apprenticeships	£3,321	£2,657	£664
Kashmir Youth Project	10003538	01/08/2014	31/07/2015	16-18 Apprenticeships	£25,331	£18,998	£6,333
Kashmir Youth Project	10003538	01/08/2014	31/07/2015	19+ Apprenticeships	£19,248	£14,436	£4,812
Harrow International Business School	10027130	01/08/2014	31/07/2015	16-18 Apprenticeships	£4,317	£3,238	£1,079
DKFS TRAINING LTD	10042528	01/08/2014	31/07/2015	16-18 Apprenticeships	£4,711	£3,769	£942
DKFS TRAINING LTD	10042528	01/08/2014	31/07/2015	19+ Apprenticeships	£3,608	£2,886	£722
MANTRA LEARNING	10004181	01/08/2014	31/07/2015	ASB Classroom Learning	£179,801	£149,235	£30,566

The table below shows the total funding and payments to sub-contractors for the academic year 2013-14.

Sub-Contractor Name	UKPRN	Start Date	End Date	Type of Provision	Funding Received by College	Funding Paid to Sub-Contractor	Funding Retained by the college
Back2Work Complete Training	10033156	01/08/2013	31/07/2014	16-18 Apprenticeships	£44,787	£33,590	£11,197
Back2Work Complete Training	10033156	01/08/2013	31/07/2014	19+ Apprenticeships	£42,305	£31,729	£10,576
Brighter Beginnings Day Nursery Ltd	10034931	01/08/2013	31/07/2014	16-18 Apprenticeships	£112,676	£90,141	£22,535
Brighter Beginnings Day Nursery Ltd	10034931	01/08/2013	31/07/2014	19+ Apprenticeships	£38,005	£30,404	£7,601
Community Skills Development Agency	10019919	01/08/2013	31/07/2014	19+ Apprenticeships	£15,300	£12,240	£3,060
Kashmir Youth Project	10003538	01/08/2013	31/07/2014	16-18 Apprenticeships	£27,656	£20,742	£6,914
Kashmir Youth Project	10003538	01/08/2013	31/07/2014	19+ Apprenticeships	£37,499	£28,124	£9,375
Harrow International Business School	10027130	01/08/2013	31/07/2014	16-18 Apprenticeships	£75,063	£56,297	£18,766
Harrow International Business School	10027130	01/08/2013	31/07/2014	19+ Apprenticeships	£4,689	£3,517	£1,172

4 Accountabilities

4.1. It is the responsibility of the Deputy Principal to agree and endorse all third party agreements, however there are many stages undertaken before a Service Provider or Training Provider agreement is issued, individual responsibilities are listed below:

4.1.1. Head of Faculty / Sector Manager to:

4.1.1.1. Confirm demand for the service

- 4.1.1.2. Identify and shortlist suitable parties for service delivery provision
- 4.1.1.3. Retain records of competence where required for Awarding Body requirements
- 4.1.1.4. Arrange DBS disclosure
- 4.1.1.5. Operationally manage / oversee the delivery of the service / sub-contract
- 4.1.2. Strategic Funding Manager to:
 - 4.1.2.1. Carryout appropriate due diligence checks for Sub-Contractors
 - 4.1.2.2. Develop appropriate agreement / contract
 - 4.1.2.3. Distribute and collect signed agreements / contracts
 - 4.1.2.4. Update college records to inform Finance and HR if appropriate
 - 4.1.2.5. Inform SFA / EFA of contracting arrangement if required
 - 4.1.2.6. Monitor income and expenditure against Training Provider Sub-Contracts
- 4.1.3. Quality Department to:
 - 4.1.3.1. Carryout quality audits / Monitoring Visits as required within college schedules
 - 4.1.3.2. Monitor Self-Assessment and Quality Improvement Plans for all third party delivered provision as required in-line with the college timescales.
- 4.1.4. Finance Department to:
 - 4.1.4.1. Carryout relevant credit reference checks on an annual basis for all current sub-contracted provision to support the due diligence process (where required)
 - 4.1.4.2. Make approved payments to sub-contractors in-line with payment terms
 - 4.1.4.3. Monitor financial performance of third party provision

5 Associated Documentation

6 Related Policies and Procedures

- Third Party Supplier Management Procedure
- Financial Regulations Procedure
- Quality Assurance Procedure
- All learner management and Guidance procedures (as applicable)

7 General Data Protection Compliance

	Confirm (x)	Date Reviewed	Reviewer
No personal subject data is placed at risk by implementing this Policy.			
Personal subject data is placed at risk by implementing this Policy but safeguards are in place to mitigate this.			
Personal subject data is placed at risk by implementing this Policy and it is unknown if safeguards are in place to mitigate this			

Change History Record

Issue	Description	Approval (author signature)	Date of Issue
Draft 1	New Policy Created for Publication	Stephen Aitken – Strategic Funding Manager	01/08/2013
Draft 1.1	Amendment to Policy title to remove year	Stephen Aitken – Strategic Funding Manager	03/12/2014
	Addition of 3.5 to show Sub-Contractor Fees paid and retained for 2013-14.	Stephen Aitken – Strategic Funding Manager	03/12/2014

Draft 1.2	Amendment to Policy to follow current college format including Accountabilities	Stephen Aitken – Strategic Funding Manager	16/12/2014
Draft 1.3	Author approved as fit for purpose for 2015/16	Stephen Aitken – Strategic Funding Manager	10/08/2015
Draft 1.4	Addition of table to show 2014-15 Subcontractor fees paid and retained	Stephen Aitken – Strategic Funding Manager	16/11/2015
Version 1	Policy approved, Addition of table to show 2015-16 Subcontractor fees paid and retained	Stephen Aitken – Strategic Funding Manager	15/11/2016
Version 1	Amendment to 1.2 Amendment to 3.3 Added 3.4.1 and 3.4.2	Stephen Aitken – Strategic Funding Manager	12/01/2017
Version 1.1	General Data Protection compliance statement added.	Nick Middleton	25.10.17
Version 1.2	Updated staff titles in Accountabilities Added table to show 2016-17 fees paid and retained to Subcontractors	Stephen Aitken – Strategic Funding Manager	30/10/2017