

# **Subcontracting Supply-chain Fees and Charges Policy**

## **Policy Statement**

North West Community Services Training Ltd (NWCS) is committed to growing and diversifying the range of programmes it delivers to widen participation, deliver to niche markets, engage in new and emerging markets and meet the regional and local economic development agenda. In order to achieve this, the Company has taken the strategic decision to subcontract part of its provision to partner organisations who can demonstrate high quality delivery.

## **Scope**

The Policy applies to all subcontracted partner organisations.

## **Improving the Quality of Teaching and Learning**

NWCS Training Ltd will support, develop and share good practice through; quality reviews; operational meetings; observations of teaching and learning, mentoring and learner and employer feedback.

## **Management Fees**

NWCS Training Ltd retains a management fee from all subcontracted partner organisations, of 20%. The fees charged reflect the cost of the procurement process and the management of the contracts.

Subcontractors working with NWCS Training Ltd receive a high level of support and guidance and access to Company systems, including:-

- Quality management systems
- Certification and registration with awarding bodies if required
- Management Information Services and data control advice
- Audit of management systems and delivery and observation of teaching, learning and assessment
- Safeguarding of Young People and Vulnerable Adults procedures
- CPD Opportunities and planned training and development
- Policy development
- Support with Funding Rules compliance
- Regular national updates regarding funding and policy guidance
- UK Border Agency (UKBA) advice, guidance and monitoring

## **Payment Arrangements**

Payments will only be made to the Subcontractor once the Company has received the funding from the Funding Agency or its successor funding body.

Apprenticeship start payments are subject to a minimum stay of 6 weeks. No start payment will be made until after the minimum stay period.

The Company will calculate the amount payable to the Subcontractor each month as follows:

Following validation of the evidence in the ILR return, the Company will make the appropriate payment to the Subcontractor based on the level of income received from the Funding Agency in that month multiplied by the percentage agreed in the contract. The Subcontractor will be notified of the payment and will invoice the Company for that amount. The Company will normally pay the Subcontractor within 30 days of receiving the invoice. Any anomalies that arise following payment will be subject to reconciliation at a later invoice date.

Payments will be withheld if failure to comply with funding rules, quality of provision falls below required standard or timescales for return of information occurs, until rectified.

## **Policy Communication**

The Policy will be discussed with all current and future subcontractors during contract negotiation meetings.

## **Publishing Funding Data**

Data regarding the actual level of funding paid to each Subcontractor will be published annually within 30 days of the ILR closing.

## **Policy Review**

The Policy will be reviewed on a regular basis and/or when significant changes in the Funding Rules occur.

## **Monitoring and Evaluation**

The Director of Training will report annually to the NWCS Board.