

## QUALITY CONTROLLED DOCUMENT

**Policy:** Subcontracting Policy 2022-23

**Date:** December 2022

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Gloucestershire College has a range of supply-chain fees and charges with sub-contractors depending on the type and size of contract. These are agreed with the sub-contractor in the negotiation stage of the contract and are subject to due-diligence and a risk assessment. They are also dependent upon agreed success rates and volume measures.

### SCOPE

The Policy, which is reviewed annually details how Gloucestershire College applies fees and charges to all supply chain activity supported with funds supplied by the Education and Skills Funding Agency (ESFA) or any successor or connected organisations.

### CONTEXT

The policy is now a mandatory requirement that must be in place prior to participating in any subcontracting activity. The content of this policy has been developed in line with the ESFA Funding Rules.

### OVERARCHING PRINCIPLE

The College will use its supply chains to optimise the impact and effectiveness of service delivery to the end user. The College will therefore ensure that:

- a. Supply chain management activities comply with the principles of best practice in the skills sector. In particular they will be guided by the principles given in the LSIS publication ["Supply Chain Management – a good practice guide for the post-16 skills sector"](#) (November 2012 and subsequent iterations)
- b. The College will undertake fair and transparent procurement activities, conducting robust due diligence procedures on potential subcontractors to ensure compliance with the Common Accord at all levels and to ensure the highest quality of learning delivery is made available, demonstrating value for money and a positive impact on learner lives.
- c. The funding that is retained by the College will be related to the costs of the services provided. These services, and the levels of funding being retained for them, will be clearly documented and agreed by all parties. The rates of such retained funding will be commercially viable for both sides and will be negotiated and agreed in a fair and transparent manner. They will be proportionate to the actual services being provided.
- d. Where disputes between supply chain partners cannot be resolved through mutually agreed internal resolution procedures, the College will submit to independent outside arbitration or mediation and abide by its findings. Contract documents will require both parties to agree that the achievements of supply chains are attained through adherence to both the letter and spirit of contracts or partnerships. Signatories therefore commit that all discussions, communications, negotiations and actions undertaken to build, maintain and develop supply chains will be conducted in good faith in accordance with the Overarching Principle.

## **EDUCATIONAL RATIONALE FOR SUBCONTRACTING**

In line with the overall strategic objectives of the College, the College engages with sub-contractors to enhance the quality of the learner and employer offer through;

- Providing specialist programmes to complement the College's own provision and enhance the opportunities available for learners.
- Supporting employers and learners with a wide geographic requirement
- Helping learners in target sectors to upskill and progress
- To temporarily expand provision to meet a short term Learner or Employer need.
- To provide access to, or engagement with, a new range of customers
- To provide immediate provision whilst expanding direct capacity. This might include working with subcontractors to explore and learn about standards or sectors prior to investment in resources
- To support another provider to develop capacity/quality
- Enhance the quality of our learner and employer offer to meet local priorities and needs.

## **QUALITY ASSURANCE**

Sub contracted activity is a fundamental part of the College's provision. The quality of the provision will be monitored and managed through the existing College QA processes.

This Policy positions subcontracted provision as a core part of College activity to enable continuous improvements in the quality of teaching and learning for both the college and its subcontractors. This will be achieved through the sharing of effective practice across the supply chain, for example through the Self-Assessment Report process, quality visits, observations, learner surveys and review meetings. In addition, file and spot checks will be undertaken.

## **PUBLICATION OF INFORMATION RELATING TO SUBCONTRACTING**

In compliance with Skills Funding Agency and other agency funding rules that apply, the College will publish its subcontracting fees and charges policy and actual end-of-year subcontracting fees and charges on its website before the start of each academic year (and in the case of actual end of year data, as required by ESFA).

The College will ensure all actual and potential subcontractors have sight of this policy and any other relevant documents.

## **COMMUNICATION**

This policy will be reviewed in each year and updated as required. It will be published on the College web site as soon as feasibly possible following the release of funding rules for the academic year in which it will be applied. Potential subcontractors will be directed to it at the starting point in any relationship and any revisions or updates are discussed with all existing subcontractors. The policy is published on the college website.

## FEES AND CHARGES 2022-2023

Standard College management fees, based on the percentage of all funding drawn down against the provision to be delivered, are determined by the nature of the programmes and the age of the learners. These fees represent the total cost that the College incurs in effectively identifying, selecting delivering of part of the programme and managing subcontracted provision and the risks associated with learners and provision.

All subcontractors are managed closely with regular QA activity to ensure that they comply with contract requirements set by external bodies. Each partner will be reviewed against a menu of costs separately to add or remove activities that are bespoke to their delivery model and requirements to ensure that the costs are specific to each and flex up or down depending on the input from Gloucestershire College.

The breakdown is available to all actual and potential subcontractors and is designed to ensure transparency. Performance against annual contracts is reviewed on an on-going basis and finally at contract renewal to ensure performance is in line with College standard. In respect of apprenticeship subcontracting each employer receives separate information relating to the fees as set out in the funding rules, and all terms will vary with each subcontractor, depending on the apprenticeship.

Typically, 20% of the contract value will be retained by Gloucestershire College to cover services provided.

2.5% for safeguarding monitoring and review, H&S monitoring/ review and student welfare monitoring and review this in line with the ESFA requirement to monitor learner's health, wellbeing and safety.

5% for quality assurance monitoring/improvement, staff development, learner feedback collection and analysis and reporting this is line with the ESFA requirements to monitor the quality of teaching, learning and assessment.

5% for managing contractual arrangements, undertaking monthly reviews and desktop audits, and undertake compliance activities on a monthly basis in line with the ESFA requirements for account management.

2.5% for high level leadership and management support

5% for administrative support such as IT, data, finance, marketing and exams.

### DISCLAIMER

**The College reserves the right to amend its subcontracting arrangements at any time in accordance with the terms and conditions contained in its standard contract for subcontracted provision.**

ESFA requirement	Services provided by Gloucestershire College	Specific cost as % of contract value	Material expenses relevant to retained funding
Monitoring of the learners health, wellbeing and safety	Safeguarding monitoring and review H&S monitoring and review Student welfare monitoring and review	2.5	Safeguarding - attendance review and follow ups Dedicated safeguarding lead Safeguarding training and monitoring as required Health and Safety - high level monitoring and reporting
Monitoring of the quality of teaching, learning and assessment	Quality Assurance monitoring/improvement Workforce development Learner voice collection, analysis and reporting	5	Lesson/session observations/feedback/reporting Workforce development. Learner feedback - surveying, analysing and reporting QA monitoring - progress and achievement rate reviews
Account Management	Manage contractual arrangements, undertake reviews, and desktop audits. Undertake compliance activities.	5	Regular review meetings Spot checks Learner Interviews Achievement Monitoring
Administration and back office service support	IT/Data/Finance/Marketing/Exams	5	ILR reconciliations Data inputting (learner details, etc) Learner eligibility checking Reconciliations between ILR and invoice payments

			Funding accuracy checking Infrastructure maintenance and software licensing
High level leadership and management	Strategy/policy/high level monitoring	2.5	Annual due diligence checks for existing subcontractors Risk assessment of new subcontractors Annual review and monitoring of subcontracting policy and practice Receipt and review of performance reports and performance management of subcontracts manager
<b>TOTAL</b>		<b>20</b>	

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**ANNEX A**

**LIST OF CONTACTORS**

<b>Contractor</b>	<b>Company Number</b>	<b>Registered Office</b>	<b>Additional Information</b>
University of West of England	Company Number 03422670	Finance Department, Frenchay Campus, Bristol BS16 1QY	GC has a full comprehensive separate contract, capturing specific terms and conditions, funding breakdown and individual learner's details and courses being completed

Approved by: Andy Bates  
Date for Review: December 2023