



Sub Contracting supply-chain – fees and charges policy 2016/17

1. Policy Statement

The Manchester College is committed to being the leading College for progression and employability.

Through subcontracting the College is able to widen participation, respond to emerging opportunities, and market demands. Partnership allows the College to engage the wider community, learners and employers who would otherwise not be involved in education and training.

In order to achieve this, The Manchester College has taken the strategic decision to subcontract part of its provision to partners who can support the delivery of our strategy.

2. Scope

This policy is published in line with Skills Funding Agency requirements stated in funding rules 2016/17 and any subsequent changes identified by the Skills Funding Agency. <https://www.gov.uk/government/collections/sfa-funding-rules-2016-to-2017>

3. Disclaimer

The Manchester College reserves the right to amend its subcontracting arrangements at any time in accordance with the requirements of funding bodies.

4. Improving the Quality of Teaching and Learning

In line with our quality improvement cycle, The Manchester College will support, develop and share good practice through; quality reviews, compliance visits, compliance meetings, observations of teaching and learning, and learner and employer feedback.

5. Management Fees

The Manchester College retains a management fee from all sub contacted partner organisations, typically this is 15%. The fees charged reflect the cost of the procurement process, the management of the contract, and support services provided to our supply-chain. Where less or additional support is required, our fees will be flexed to reflect costs.

6. Support for Sub Contractors

In return for the management fee charged by The Manchester College sub contractors will receive a high level of support and guidance, including the following;

- advice and guidance at pre-contract stage
- certification and registration with awarding bodies if required
- observation of teaching, learning and assessment
- regular review and compliance meetings with progress reports
- support with funding rules compliance
- ongoing administration support, including in-depth checks of evidence submitted, and regular feedback on issues identified
- input of enrolment documentation submitted
- submissions of data to funding organisations
- regular financial reports to inform invoicing
- ongoing data checks and support to resolve data queries
- ongoing support to address any areas for improvement
- quality improvement support (see section 4)

7. Reasons for Differences in Fees Charged

Not all subcontractors are charged the same management fee, differences in fees are dependent upon the level of support required, the experience of the sub contractor, their target learners, their track record, published success rates, and the level of risk determined by the due diligence process.

8. Payment Arrangements

9. Our standard payment term is 30 days from invoice date, subject to satisfactory validation checks.

10. Publishing Funding Data

Data regarding the actual level of funding paid and retained for each sub contractor will be published within 30 days of the 2016/17 ILR closing.

11. Policy Review

The policy will be reviewed on an annual basis, and/or when there are significant changes in the funding rules.

12. Policy Communication

The policy is available online at <http://www.tmc.ac.uk/policies-and-procedures> and is available in hard copy on request. The policy will be discussed with all current and future subcontractors during contract negotiation meetings.