

1. INTRODUCTION

WBTC's Board of Directors has approved subcontracting for the purposes of quality and the promoting of our charitable principles. This Policy outlines the revenue system and services to subcontractors.

This policy relates to Levy and Non-Levy funding.

2. REASON FOR SUBCONTRACTING

West Berkshire Training Consortium procures subcontracted delivery where the below principles below are met.

The calculation of the retained funding is informed by recognised business practice and in accordance with the National Audit Office guidance on determining value for money (VFM). The model used to evaluate the sub-contract VFM is a framework criteria for Economy, Efficiency, and Effectiveness. The VFM framework is considered as being met, when it:

- Enhanced the opportunities available to learners
- Fills gaps in niche or expert provision, or provide better access to training facilities
- Support better geographical access for learners
- Offer an entry point for disadvantaged groups; or give consideration of the impact on individuals with shared protected characteristics
- Meet the needs of employers

In addition;

- a) Responds to the customer's requirement and delivers quality outputs and is necessary to: engage external expertise, provide geographical access, provides the best return on the funding invested and equity for all engaged in the programme.
- b) Demonstrates the strategic benefit of subcontracting to an external organisation, meets priority areas of need indicated by external representatives such as; Government Agencies, LEPs or other appropriate interests, including the customers.
- c) Compliments, rather than displaces, our own provision and the subcontracting organisation has a proven track record in the delivery of publicly-funded training provision.
- d) Assessed and quality assured, monitored for cost, efficiency and effectiveness and compliance with all the funding requirements.

3. FEE SETTING RATIONALE

WBTC chooses to subcontract for the following reasons:

1. To widen the opportunity for learners in other geographical areas
2. To enable to the further of WBTC's charitable values through subcontracting partners

Subcontractor Revenue

All subcontractors invoice WBTC on the basis of EFSA payment schedules i.e. OPPs and outcome payments. WBTC pays the subcontractor revenue in the form of a pre-agreed and contracted percentage.

WBTC operates a policy that aims to have a standard revenue payment equivalent to 80% for EFSA funded learning. This may vary in the following circumstances:

The revenue may be lower

1. Where a subcontractor is generating exceptional numbers of learners
2. Where a subcontractor inputs their own data
3. Where a subcontractor responds to government priorities
4. Where a subcontractor responds to WBTC's charitable priorities

The revenue may be higher

1. Where a subcontractor works in a low priority sector or age group
2. Where a subcontractor requires significant support from WBTC in their development
3. Where a subcontractor generates very low numbers of learners
4. Where a subcontractor is new and untested

4. RETAINED FUNDING

WBTC is committed to ensuring that the maximum amount of funding possible is passed on to our subcontractors to enable the best possible learning experience to the learner. The percentage of funding retained by WBTC is founded upon the basic requirement to cover the costs associated with the management of subcontracted provision and the requirement of the social and economic responsibility of a not for profit organisation to meet indirect on costs that maintain the sustainability of the organisation. The costs will vary according to the type of provision, the deemed risk of the provision, data processing and maintenance of accountability for compliance.

As a Main Provider, WBTC delivers 'something of substance' to each subcontractor. The costs will be taken into account and will vary for each subcontractor dependant on the amount of support and delivery taking place by WBTC as the main provider.

WBTC service

The management revenue covers the following services including, but not restricted to:

- Inputting of ILR data to claim funding
- Managing the payments to subcontractors
- Auditing of subcontractors paperwork
- Sampling of subcontractor learners for audit purposes
- Annual due diligence and quality assurance processes
- Sharing of good practice, WBTC policies/procedures and paperwork
- Advice and guidance on EFSA requirements, funding changes and other contractual changes
- Subcontractor account management meetings
- Observations of teaching & learning
- Support before and during Ofsted inspections

- Support subcontractors with input into Matrix Accreditations and any other body where WBTC can support

In addition to these, there is a significant amount of problem solving and ongoing support that WBTC provides to ensure their subcontractors are successful.

The Fees and Charges Policy is shared and reviewed with all current and potential subcontractors at the beginning of any new or renewed contract.

Managing subcontractors, quality monitoring activities and other support activities could also include, but are not limited to;

Managing the Subcontractor

- Subcontractor References for New Providers
- Creating the Subcontractor Agreement (Schedule 1)
- Quality Assurance Monitoring (Schedule 2)
- Financial Agreement (Schedule 3)
- Subcontractor Partnership Meeting
- Review of Statutory Accounts (Financial Statements) & Credit Checks

Quality Improvement Activities

- Ongoing Subcontractor Partnership Meetings
- Observations of Teaching and Learning
- Observations of Learner Assessment
- Observations of Initial Advice & Guidance
- Face to Face Learner Interviews
- Face to Face Staff Interviews
- Learner File Audits

Other Support Activities

- Carry out Training and Monitoring Visits and share feedback and outcomes with Subcontractor
- Directly deliver training associated with the apprenticeship programme
- Intermediate/Advanced Skills & Behaviours in the Work Environment Award, written by WBTC and certificated through NCFE
- Registration and Certification for Unit Accreditation
- Shared resources and materials to support apprenticeship programmes
- Lead Contracting Arrangements for End Point Assessment
- Registration and Certification for End Point Assessment
- Learner File Audits
- PICS Data Entry and Ongoing Data and Process Management

Owing to the variety of permutations as to how the subcontract agreement is constructed, it is the intention that the Supply Chain Funding retained will vary between 10% and a maximum of 20% of the value of the funding drawn in the contract period.

The following support and facilities will be made available to Subcontracting organisations at no additional charge to them:

- a) Sharing of relevant information and publications/updates from the ESFA and OFSTED or other added benefit made available to WBTC
- b) Sharing WBTC policies and documentation to support the development of subcontractors
- c) Advice and assistance as necessary in order for Subcontractors to maintain a self-sufficient and effective 'continuous improvement Strategy' and associated working practices, including the Self-Assessment Process.
- d) Advice and support around Ofsted's Education and Inspection Framework
- e) Guidance and support with their Curriculum Strategy
- f) Inclusion in WBTCs CPD and other programmes, as relevant and appropriate

WBTC will maintain transparency in the Supply Chain Funding charge and monitor the cost v impact of the subcontracting approach to inform on the equity, economy, benefit and impact of the arrangement.

PRICING SCHEDULE (ANNEX A) TO SUBCONTRACTOR AGREEMENT

Subcontractor Management, Quality Monitoring and Support Pricing Schedule ANNEX A	
Apprenticeships delivered by the Subcontractor:	
Apprenticeship Framework ·	Apprenticeship Standards ·
Main Provider: WBTC	UKPRN: 10007402
The Funding Retained by WBTC as the Main Provider equates to, or are equal to, less than 20% of the funding and are calculator on funding.	
Funding retained by Main Provider in 2020-21:	
Learner Numbers in 2020-21:	

Services Provided	% of Retained Funding	Price £	How each cost contributes to delivering high quality learning
Managing the Subcontractor WBTC has an in-depth subcontractor plan which sets out the overall management and partnership programme for each subcontractor.	30%		These contribute to delivering high quality learning by ensuring the subcontractor is compliant with the funding rules set out by the ESFA. The quality assurance checklist reviews all subcontracting policies to ensure they are compliant with funding rules, ESFA and Ofsted. EQA reports are reviewed and confirmed the subcontractor maintains a high quality provision. Processes are reviewed to ensure learners receive the highest structure, consistent high quality, learner outcomes and support of the subcontractor.

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<p>Quality Monitoring Activities</p> <p>WBTC carries out a variety of quality monitoring activities to ensure the subcontractor is following the Ofsted's Education Inspection Framework, resulting in high quality teaching and learning for all apprentices.</p>	30%		<p>WBTC observe the direct quality of teaching and learning, assessments and advice and guidance to ensure learners are engaged and learning is taking place across the programmes. Face to face learner interviews receives direct feedback from learners on their programme and support being provided to them with the aim of ensuring learner retention and achievement.</p> <p>WBTC meet with subcontractors regularly and feedback all areas of learner and staff interview feedback in addition to the achievements of learners and support to further develop the subcontractor.</p>
<p>Other Support Activities</p> <p>As well as the direct delivery we offer, WBTC provide services to ensure compliance with funding organisations, awarding bodies in line with the relevant rules.</p>	40%		<p>Ensures learner eligibility and compliant for funding. Learners receive direct input from WBTC, whether this is via face to face training and monitoring visits with WBTC staff or from working towards a bespoke Intermediate or Advanced Skills & Behaviours Award written by WBTC and certificated by NCFE.</p>

WEST BERKSHIRE TRAINING CONSORTIUM

List of subcontractors and volumes 2019-20*

Name of the subcontractor.	The UKPRN number of the subcontractor	Contract start and end date	Type of provision (for example, 16 to 18 apprenticeships, 19+ apprenticeships, classroom learning, workplace learning)	Funding paid to West Berkshire Training Consortium for provision delivered by the subcontractor in that academic year	Funding West Berkshire Training Consortium have paid to subcontractor for provision delivered in that academic year	Funding West Berkshire Training Consortium have retained in relation to each subcontractor for that academic year	If appropriate, funding subcontractor has paid to West Berkshire Training Consortium for services or support provided in connection with the subcontracted provision
ACTIVATE LEARNING	10004927	01/08/2019-31/07/2020	16-18 Apprenticeship	4272	2563	1709	
ACTIVATE LEARNING	10004927	01/08/2019-31/07/2020	19+ Apprenticeship	16330	9798	6532	
BASINGSTOKE COLLEGE OF TECHNOLOGY	10000560	01/08/2019-31/07/2020	16-18 Apprenticeship	148757	95090	53667	
BASINGSTOKE COLLEGE OF TECHNOLOGY	10000560	01/08/2019-31/07/2020	19+ Apprenticeship	177198	113247	63951	
BASINGSTOKE YOUTH ACTION TRUST LTD	10000561	01/08/2019-31/07/2020	16-18 Apprenticeship	4607	4054	553	
BASINGSTOKE YOUTH ACTION TRUST LTD	10000561	01/08/2019-31/07/2020	19+ Apprenticeship	17385	15298	2087	
CAREERWISE	10040411	01/08/2019-31/07/2020	16-18 Apprenticeship	59563	47650	11913	
CAREERWISE	10040411	01/08/2019-31/07/2020	19+ Apprenticeship	42849	34279	8570	
DUTTON FISHER	10031127	01/08/2019-31/07/2020	19+ Apprenticeship	45515	20800	24715	
EASTLEIGH COLLEGE	10002143	01/08/2019-31/07/2020	16-18 Apprenticeship	6408	3525	2883	
FIRST INTUITION READING LIMITED	10040718	01/08/2019-31/07/2020	16-18 Apprenticeship	39637	29727	9910	
FIRST INTUITION READING LIMITED	10040718	01/08/2019-31/07/2020	19+ Apprenticeship	52729	39546	13183	

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FIRST INTUITION CHELMSFORD LIMITED	10042003	01/08/2019-31/07/2020	16-18 Apprenticeship	3833	3833	0	
FIRST INTUITION CHELMSFORD LIMITED	10042003	01/08/2019-31/07/2020	19+ Apprenticeship	1614	1614	0	
FOCUS TRAINING	10026590	01/08/2019-31/07/2020	19+ Apprenticeship	4165	3840	325	
NEW COLLEGE SWINDON	10004579	01/08/2019-31/07/2020	16-18 Apprenticeship	1317	1054	263	
OXFORD ENERGY ACADEMY	10041773	01/08/2019-31/07/2020	16-18 Apprenticeship	187287	159023	28264	
OXFORD ENERGY ACADEMY	10041773	01/08/2019-31/07/2020	19+ Apprenticeship	120478	102831	17647	
SOUTH GLOUCESTERSHIRE AND STROUD COLLEGE	10036143	01/08/2019-31/07/2020	16-18 Apprenticeship	4467	4208	259	
THATCHAM RESEARCH	10006571	01/08/2019-31/07/2020	16-18 Apprenticeship	41119	32895	8224	
THATCHAM RESEARCH	10006571	01/08/2019-31/07/2020	19+ Apprenticeship	42899	34319	8580	
THE CASTLE SCHOOL	10017001	01/08/2019-31/07/2020	16-19 Programmes	20363	9128	11235	
TIGERS TRAINING CENTRE LIMITED	10045486	01/08/2019-31/07/2020	16-18 Apprenticeship	59391	50482	8909	
TIGERS TRAINING CENTRE LIMITED	10045486	01/08/2019-31/07/2020	19+ Apprenticeship	16929	14389	2540	
WHITEHAT GROUP LTD	10055902	01/08/2019-31/07/2020	16-18 Apprenticeship	137105	123394	13711	
WHITEHAT GROUP LTD	10055902	01/08/2019-31/07/2020	19+ Apprenticeship	327693	294923	32770	

**2020-21 figures will be added after the hard close in October 2021*

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Employers receive a pricing schedule from WBTC, which details the services provided to the subcontractor, the associated costs and how these contribute to delivering high quality learning.

Subcontractors are paid monthly, mirroring how WBTC is paid (OPP's and outcome payments).

Suppliers are paid either monthly or termly, as detailed on each individual apprentice's Delivery Schedule 3 for the relevant supplier.

WBTC will adhere to the process and assurance required by the funder in providing an External Audit of Subcontracting Controls certificate.

5. Review

The policy is reviewed annually and is published on West Berkshire Training Consortium's website at <http://www.wbtc-uk.com/policies-procedures>

6. Quality Assurance

This Policy shall stay in force until any alterations are formally agreed.

The Policy will be reviewed annually, sooner if legislation, best practice or other circumstances indicate this is necessary.

Subcontractor Declaration by WBTC Board


Your governing body / board of directors and your accounting officer (senior responsible person) must be satisfied that all subcontracting you undertake meets your strategic aims and enhances the quality of your offer to learners. Examples of the senior responsible person are: chief executive, managing director, principal or their equivalent. The reasons for subcontracting set out in your published supply chain revenues and charges policy should reflect your strategic aims. You must not subcontract to meet short-term funding objectives.

Minutes of governing body / board of directors meetings and written evidence of accounting officer (senior responsible person) sign-off. The strategic aim should reflect the reasons for subcontracting set out in the published revenues and charges policy.

Declaration

On behalf of the Trustees & Directors of WBTC we hereby authorise the Managing Director to enter into subcontracting arrangements with the providers and to the amounts detailed above within this policy. The Trustees & Directors authorise subcontracting arrangements in order to meet the specific needs of our employers, raise quality standards and meet the charitable objectives of WBTC.

Signed:

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Anthony Bravo
Chairman of WBTC Board

Date: August 19, 2021

7. Document Control

Document Name	SUPPLY CHAIN FEES AND CHARGES POLICY
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Date Approved:	29 th July 2021
Owner:	Mikaela Collins, Director of Training
Approved by:	Matt Garvey, Anthony Bravo
Last Review/Approval	October 2020
Next Review Date	October 2021 for 2020-21 payments July 2022 for full policy review

Version Control

Revision #	Date	Revision summary	Reviewed by
1	29.7.2021	Revised template, reviewed and updated the content and combined policies into one.	Mikaela Collins