

## 1. Introduction

'Suppliers' is the term we shall apply to colleges and other providers that offer specific services to WBTC learners.

'Subcontractors' refer to partner providers who deliver on WBTC contracts. Subcontractors provide a broader service of ongoing training, assessment and quality assurance to learners.

This document outlines an approach to the selection and procurement of subcontracting arrangements. The Trustees of WBTC have approved subcontracting where it enhances quality and contributes to our charitable values. All subcontractors approved are of high quality and low risk to WBTC. This judgement is made through a thorough Quality Assurance Checklist, Schedule 2, which forms part of any Pre-Qualification Assessment. WBTC will not enter into any additional partnerships outside of those we have agreed already in order to reduce our subcontracted provision. However, a yearly review of Quality Assurance will continue to remain a structured part of WBTC's procurement processes.

## 2. Strategic Aim

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

- 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. Selection Criteria for Subcontractors

1. **Motivation.** The Executive Director and Director of Training will satisfy themselves that the subcontractor will add to quality outcomes and/or help achieve one or more of WBTC's charitable objectives. The Board of Directors will have final authority on the selection and continuation of all subcontractors.
2. **Quality assurance:** A subcontractor must complete our quality assurance process (Schedule 2) and renew this in line with our Subcontractor Performance Management Plan. In addition, WBTC carries out due diligence reviewing financial accounts to ensure that they are a stable entity. Conflicts of interest will also be investigated, declared and mitigated as appropriate. As part of due diligence the Executive Director will take a view as to the sustainability of the subcontractor and its financial stability in undertaking a contract with WBTC.
3. **Contractual Agreement:** All terms and conditions should be detailed in the Subcontractor Agreement.
4. **Subcontractors must agree to a management schedule by WBTC to aid our ongoing quality assurance process.** This schedule will be proportionate to the volume and/or risk of the subcontractor. Examples of ongoing management include observations of Information, Advice and Guidance, Observations of Teaching and learning and/or assessment, learner interviews and staff interviews and ongoing partnership meetings, following a detailed and specific agenda.
5. **The Financial and Delivery Schedule 3 of the Contract:** This document outlines the number of learners, the qualifications and the agreed financial terms. The financial terms, in most cases should be expressed as a percentage of the funding organisation rates i.e. 80% and mirror the way in which WBTC is paid. This will secure WBTC's cash flow and prevent overpayment to subcontractors. The Financial Schedule 3 should be clear in the timescale of the agreement. Normally this would not exceed 1 contract year. The Delivery Schedule 3 lists the training and/or qualifications that WBTC has agreed for the Supplier to deliver. These includes planned start and end dates of the components. WBTC will oversee all aspects of the relationship and maintain the relationship with the employer.
6. **Fees:** Generally the subcontractor revenue paid will between 80-90%. Any rate varying from this will need to be approved by the Executive Director.
7. **Indemnity:** It is essential that all subcontractors are aware that they indemnify WBTC for any financial loss of funding incurred by their non-compliance both against the funding rules and relevant legislation.

### 4. Selection Criteria for Suppliers

1. **Supplier policy:** It is important to determine if the supplier has a policy to act through another provider. Some colleges prefer to only deal directly with learners and employers
2. **Financial terms:** It is next vital to determine if we can afford the supplier fees. Some suppliers do not mirror funding but charge flat rate fees. Prior to any progress in enrolments there must be a sound financial basis for the arrangement.
3. **Quality assurance:** The supplier must complete our quality assurance process. They must also be fully aware and signed up to our ongoing quality assurance

process including audits, progress review tracking and observations of teaching, learning and assessments, including learner and staff interviews.

4. Contractual Agreement: All terms and conditions should be detailed in the Subcontractor Agreement.
5. Delivery Schedule 3: This document outlines the learner name, qualifications, if appropriate and the agreed financial terms. It should be as detailed as possible
  - a. Learner name, DOB, age at start
  - b. Qualifications in full plus learning aim references, if appropriate
  - c. Start date of each qualification
  - d. Planned learning end date of each component
  - e. Planned End Point Assessment End date
  - f. Lists the components the supplier will deliver and those WBTC will deliver
  - g. Delivery site of teaching and learning or assessment
  - h. Supplier named contact for the learner i.e. Programme Manager

Example of Delivery Schedule 3 is further below – see page 5.

6. Delivery Schedule 3: shows the payments to the supplier by amount and date. This will facilitate better monitoring of invoices and finances. WBTC's Accounts Department provide details and information for the production of invoices using figures generated by our PICS system.
7. The Delivery Schedule 3 is produced and signed by WBTC's Director of Training and the lead contact from the Supplier. The electronically signed copy is stored securely with the learner file and within the Suppliers Quality Assurance folder.

## 5. New Sales Enquiries

When an employer has a new enquiry that involves suppliers i.e. recruiting a craft apprentice it will be the role of Business Development to procure the provision and set the employer contribution.

Where the match between employer and supplier is obvious i.e. an extension of existing provision then this is a straight forward process and simply involves securing a space with the supplier. For example SPX take on 3 new Apprentices and BDT secure 3 spaces at BCoT. The fees are agreed with the employer as above.

Where the enquiry requires new supplier provision then BDT will shop around to find a new source. This will mean;

1. Search for the right course and a local provision i.e. college or provider
2. Calling the provision to see if they are prepared to supply the service
3. Agreeing the supplier's rate of fee and comparing it to funding rates
4. Checking their current achievement rates and researching their performance

If the supplier appears to be a proven high quality provider and affordable then BDT secures a space(s) PENDING successful outcome of quality assurance by the Director of Training. BDT will inform the supplier of this. We will also explain that the Director of Training has the full and final decision on any supplier relationship.

BDT will pass these details to the Director of Training to conclude the process, carry out full Quality Assurance and arrange Contractual Agreements and delivery schedules.

*Example of Delivery Schedule 3:*

### Schedule 3 – The Delivery Schedule

#### Basingstoke College of Technology

Project: Provision of qualifications for Apprenticeships

Description: Training, assessment, quality assurance, registration certification and all other relevant activities for the project in line with the applicable ESFA/EFA funding guidance, awarding Organisation standards, legal requirements and WBTC quality assurance processes outlined but not restricted to schedule 2. Minimum cover per claim £10,000. Risks to be insured against: Public and Product Liability.

Learner Training and Monitoring visits will be carried out by WBTC.

Learner Details:		Start Date	Planned Practical Period End Date	Planned Programme End Date	Notes
<b>Name:</b>	(Learner Name)				
<b>Date of Birth:</b>	(Date of Birth)				
<b>Age at Start</b>	(Age)				
<b>Standard</b>	Engineering Fitter Level 3				
<b>Qualification</b>	Z0001890 Non Regulated Provision: Level 3 Engineering	18/09/2020		30/11/2023	
<b>Qualification</b>	Level 2 Diploma in Engineering (600/0881/7)	18/09/2020	31/08/2021		
<b>Qualification</b>	L3 NVQ Extended Diploma in Mechanical Manufacturing Engineering (601/0081/3)	18/09/2020	23/08/2022		
<b>Qualification</b>	Level 3 BTEC Diploma in Advanced Manufacturing Engineering (Development Technician) (601/9054/1)	01/09/2021	31/08/2023		
<b>Functional Skills Maths Level 2</b>	Concession: GCSE Mathematics Grade - C				
<b>Functional Skills English Level 2</b>	Concession: GCSE English Language Grade - C				
<b>Delivery Site</b>	Basingstoke College of Technology				

<b>WBTC Contact</b>	(Training Consultant Name)	(Email) <a href="mailto:01635 35975">01635 35975</a>	Claire Richards Director of Curriculum	<a href="mailto:claire@wbtc-uk.com">claire@wbtc-uk.com</a> 01635 35975
<b>Employer Details</b>	(Employer Name) Address			
<b>BCoT Contact</b>	(Name)	(Email)	Head of Business & External Engagement	(Email) 01256 306220

**Payment Rates:**

Prices will include: Off the job training and programme assessment and gateway provision of all necessary training/support in preparation for the End Point Assessment.

Basingstoke College of Technology will recommend the End Point Assessment Organisation. Basingstoke College of Technology will co-ordinate and book the End Point Assessment for learners, in consultation with WBTC and the Employer. WBTC will contract with the EPA Organisation.

<b>Recommended End Point Assessment Organisation:</b>	
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The supplier will invoice/receive fees from WBTC on a termly basis and details the following:

<b>Supplier Cost (Overall price)</b>	
<b>36 x OPP</b>	
<b>20% Outcome Payment</b>	
<b>Functional Skills</b>	

**Fees are pro rata to last attendance in event of early exit from the course.**

**Friendly Neighbour Clause**

The Supplier agrees that any work sub contracted to them by WBTC constitutes a customer of WBTC and not the Supplier. The Supplier agrees for the duration of this agreement not to solicit, directly or indirectly, the business of WBTC customers.

I confirm my acceptance of the above arrangement on behalf of Basingstoke College of Technology.

For Supplier:	Position:
Signed:	Date:
For WBTC: Mikaela Collins	Position: Director of Training
Signed:	Date:

**5. Review**

Notwithstanding our current policies and procedures, the ELT reserve the right to amend, curtail or terminate this policy at any time and without notice.

**6. Quality Assurance**

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

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

**7. Document Control**

Document Name	WBTC Subcontractor & Supplier Procurement Strategy 2022-23
Document Location	Operations, Trustees, Directors & Charity, Strategic Documents
Date Issued:	August 2020 19.8.2021 7.7.2022
Date Approved:	12 <sup>th</sup> July 2022
Owner:	Mikaela Collins
Approved by:	Claire Richards, Geoff Arthur
Last Review/Approval	July 2022
Next Review Date	July 2023

**Version Control**

Revision #	Date	Revision summary	Reviewed by
1	19.8.2021	Reviewed and updated content. Transferred to new WBTC template.	Mikaela Collins/ Matt Garvey
2	22.6.2022	Included Procurement into Policy	Mikaela Collins
3	7.7.2022	Full Policy review Addition of Board of Trustees sign off on policy	Mikaela Collins

**Declaration**

On behalf of the Trustees & Directors of WBTC we hereby authorise the Executive Director to enter into subcontracting arrangements with the providers as defined by the Subcontractor & Supplier Procurement Strategy. 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:

**Anthony Bravo**  
Chairman of WBTC Board

**Date:**