

# City College Norwich - Subcontracting Policy 2016/17

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## Skills Funding Agency provision - Subcontracting Policy 2016/17

### 1. Introduction and purpose

City College Norwich only contracts ESF programmes within New Anglia Colleges Group. The College works with subcontractors to support the delivery of the NEET Prevention Programme in Norfolk. This local and largely specialised focus of activity means that the college has no immediate plans to increase the number of subcontractors that it works with and where needed will seek to address identified skills gaps through the extension of its own provision and work with the New Anglia College Group, unless requested by the SFA or the Local Enterprise Partnership to increase the number of subcontractors to fill a strategically important skills gap. The purpose of this policy is to provide accurate and comprehensive information to external agencies on how the College procures its subcontracted services and the pricing framework used.

### 2. Scope and Context

The policy applies to all subcontracted provision supported with the funds supplied by the SFA. The Subcontracting Policy is a mandatory requirement for subcontracting activity from 1st August 2016. The policy's content has been developed to comply with the SFA Funding Rules.

### 3. Fairness in Procurement

The College will at all times undertake fair and transparent procurement activities. The College has no immediate plans to extend its subcontracted provision. However, should the need to increase the number of subcontractors be identified, future opportunities will be advertised and procured in accordance with the College's Procurement Policy.

The College will inform the Chief Executive in writing, about any circumstances which might lead to an actual or perceived conflict of interest.

### 4. Due diligence

The College will undertake a robust process of due diligence when selecting potential subcontractors to ensure the highest quality of learning delivery is made available which demonstrates value for money and has a positive impact on learner lives. Potential partners must complete and submit the prequalification questionnaire at the expression of interest stage. Through this process, the College will test the robustness of the provider to assess and mitigate any potential risk to the College that the provider may not be able to uphold the SFA's requirements. This will include a review of financial robustness of the provider and, their legal status and monitoring processes.

### 5. Contracting arrangements

Successful partners will be issued with a legally binding contract eligible for one full year. It must be signed and witnessed by the subcontractor and the College. Terms and conditions will be agreed and included in the contract. The College and the Skills Funding Agency are granted full permission and rights to monitor the quality of training being provided and visit the subcontractor at their premises, training sites or employer's premises from which they operate. The subcontract will reflect completely and accurately the Skills Funding Agency Rules 2016/17 with performance being assessed against the OFSTED Common Inspection

Framework. All subcontractors holding contracts with an overall value of £100,000 or more a year will be required to be listed on the current Register of Training Organisations held by the Skills Funding Agency.

## 6. Improving quality

The College is committed to improving the quality of teaching and learning and the student and employer experience across its provision and will work with the subcontractor to ensure continuous improvements are put in place across the range of provision offered. The following processes are in place to help monitor the quality of subcontracted provision and actively improve quality on an on-going basis:

- A robust schedule of quality assurance audits are carried out throughout the year
- Annual reviews with target setting to include minimum success rates with all partners
- Regular management meetings between the College and its subcontractors
- Support for training and development of subcontractors and their employees
- Regular support to ensure information, advice and guidance meets SFA requirements
- External review of teaching and learning and quality undertaken annually
- Externally conducted mock inspection exercise undertaken every 3 years.
- All subcontractors are required to undertake a self-assessment process in accordance with the Common Inspection Framework and produce a Self-Assessment Report (SAR). The College will support partners in this process and in the setting of clear targets for improvement.

## 7. Internal policies

Subcontractors are required to have robust internal policies to ensure compliance with legislative undertakings and general good practice and make certain that policies are regularly updated and effectively implemented, the requirements of which are identified in the contract.

## 8. Fees and charges

The College makes a charge of 15% of the full contracted value as a management fee for its standard sub-contracted provision. The costs cover the provision of:

- Administration
- Quality assurance
- MIS function relating to the submission of funding claims to the SFA
- Provision of management meetings
- provision of a dedicated account manager
- Provision of professional advice regarding SFA funding matters
- Due diligence support guidance and checking

The subcontractor will be responsible for meeting the costs associated with delivery of qualifications including the registration of candidates with awarding bodies and examination fees.

## 9. Payment

Payment to subcontractors will be made within 30 days of the invoice been received, subject to all necessary paperwork and records having been submitted within the required time scale. A checklist of key dates and deadlines for the paperwork to be received for inclusion in the return to the Skills Funding Agency will be provided. Payment details are also included in the contract schedules issued to subcontractors at the start of the new contract year.

## 10. Policy review and communication

The College will review this policy annually. Any changes to the policy will be communicated to existing subcontractors at the contract management meetings. The policy will be discussed with new subcontractors prior to their engagement. An up-to-date copy of this policy will be posted on the College's website and paper copies will be made available upon request

## 11. Duties within the organisation

Nominated members of staff with strategic lead responsibility for subcontracting:

- Deputy Principal

Nominated member of staff with responsibility for performance management with subcontractors:

- Assistant Principal – Diversification