



Delivery Partner (Fees and Charges) Policy 2015/16

Purpose

The purpose of this policy is to ensure that TQ Training complies with guidance from the Skills Funding Agency (SFA) which is designed to ensure that providers are transparent in their arrangements with subcontractors and that sufficient funds are dedicated to delivering the learner experience.

Policy Statement

TQ Training is committed to growing and diversifying the range of courses it delivers to widen participation, deliver to niche markets, engage in new and emerging markets and meet the local, regional and national economic development agenda. In order to achieve this, the company has taken the strategic decision to subcontract part of its provision to delivery partner organisations who can demonstrate high quality delivery.

Scope

The policy applies to all supply chain activity supported with funds supplied by the Skills Funding Agency, the Education Funding Agency or any successor organisations.

Context

The policy is now a mandatory requirement that must be in place prior to participating in any subcontracted delivery partner provision or supply chain management arrangement activity. The content of this policy has been developed in line with AoC/AELP Common Accord, the SFA Funding rules and the LSIS Supply Chain Management document.

Due Diligence

TQ Training 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, TQ Training will test the robustness of the provider to assess and mitigate any potential risk to TQ Training 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.

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| V1.1 | 15.09.15 | Final | MM |

The Board of Directors

The Board of Directors is formally responsible for this policy and will approve the overall value of its funding agreement from the SFA and/or EFA that can be delivered by delivery partners

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 TQ Training. Terms and conditions will be agreed and included in the contract. TQ Training 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 employers premises from which they operate.

The subcontract will reflect completely and accurately the Skills Funding Agency Rules 2015/16 with performance being assessed against the OFTSED new, 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.

Quality Assurance

Delivery partnered activity is a fundamental part of TQ Training's provision. The quality of the provision will be monitored and managed through the existing TQ Training Quality Assurance processes and procedures, as amended in order to fully encompass all delivery partner activity.

This policy positions delivery partnered provision as a core part of TQ Training's activity to enable continuous improvements in the quality of teaching and learning for both TQ Training and its delivery partners. This will be achieved through the sharing of effective practice across the supply chain, for example through the Self-Assessment Report and Quality Improvement Plan process.

Publication of information relating to Delivery Partnerships

In compliance with Skills Funding Agency and other agency funding rules that apply, TQ Training will publish its service and charges fee policy and actual end-of-year delivery partner fees and charges on our website before the start of each SFA contract year as required by SFA. This will only relate to delivery partner provision, i.e. delivery of full programmes or frameworks. It will not include the delivery of service as part of the delivery of a programme (for example procuring the delivery of part of an Apprenticeship framework). Delivery Partner and supply chain lists will be agreed with the SFA prior to publication. TQ Training will ensure all actual and potential delivery partners have sight of this policy and any other relevant documents.

Communication

This Policy will be reviewed annually in July and updated as required. It will be published on TQ Training's website on the 1st August prior to the start of the new SFA Contract year in which it will be applied. Potential delivery partners will be directed to it as the starting point in any relationship.

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The Fees and Charges Risk Factor 2015/2016

Standard TQ Training service charge starts from 15% of all funding drawn down against the provision to be delivered. This figure represents the total cost that TQ Training incurs in effectively identifying, selecting and managing all delivery partners' provision. This includes the minimum amount of QA activity that TQ Training would attach to the lowest possible risk delivery partner.

Further charges to cover additional costs may be added to the base 15% fee to cover the cost of any of TQ Training's additional support that TQ Training deems necessary to ensure the quality of teaching and learning and the success rates of any supply chain provision. Additional cost is determined using weighted risk factors. This weighting is designed to ensure that the cost to TQ Training of any additional support provided to a delivery partner is covered through the funding retained. Additional costs will be recalculated and negotiated each year at contract renewal, giving delivery partners the opportunity to adjust their fees through continuous improvement.

Additional support for Delivery Partners

The precise additional support given to each delivery partner will be negotiated individually, but will be based on a 'risk band' approach and may include:

- Additional Quality visits;
- Additional site visits;
- Additional Teaching & Learning observation;
- Additional administration support;
- Additional tutor support;
- Engagement with Awarding Bodies;
- More rigorous verification;
- Standardisation of assessment, and
- Staff development.

The risk band will be determined and agreed.

Additional charges per learner

TQ Training may also retain funding to cover the cost of any funded activity that it might undertake on behalf of the deliver partner such as;

- Awarding Organisation fees and charges;
- Hiring of facilities/equipment within/from TQ Training;
- Internal Verification, and
- SAR development.

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Payment

Payment to subcontractors will be made within 30 days of the receipt of funding from the SFA, 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.

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| Person responsible | Finance Manager |
| Date procedure written | September 2015 |
| Approved by Executive | October 2015 |
| Approved by Board | November 2015 |
| Date to Review | July 2016 |

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