

Subcontracting fees policy

1. Introduction

Southampton City College sometimes subcontracts work to other organisations to deliver training services. This is done to offer specialist training that is not within the College's areas of expertise or to reach learners who might not be able to benefit from training opportunities otherwise.

All potential subcontractors are required to undergo a due diligence process which includes completing a questionnaire, providing key policies, staff qualifications, financial information. The College will also arrange a face-to-face interview and visit the potential sub-contractor's premises where the teaching/training will take place. This process is described in the College's procedure for the management of subcontracts.

2. Scope of this policy

This policy covers all subcontracted provision within Southampton City College

3. Quality assurance

The College is responsible for ensuring that high quality provision is delivered by all subcontractors and is responsible for monitoring the quality of provision. The College's processes are described in the management of subcontracting procedure. The College will secure continuous improvement through quality reviews (ARAQs), compliance visits, monitoring meetings, observations of teaching and learning and learner and employer feedback.

4. Management fee

The College has a straight forward policy with regard to management fees charged:

- Initial period of recruitment, usually first 50 learners 25% fee
- First 12 months of subcontract arrangement 20% fee
- Remaining years of subcontract arrangement 15% fee

This schedule can be only be varied by agreement of the Principal.

5. Support from the College

The precise support provided by the College will be negotiated with the subcontractor and will include:

- Advice and guidance at the pre-contract stage
- Site visits
- Observations of teaching, learning and assessment
- Tutor support
- Observation of information, advice & guidance, enrolment and examination sessions
- Participation in IAG and enrolment sessions
- Support with funding rules compliance
- Regular financial reports to support invoicing
- Ongoing support to address any areas for improvement
- In depth check of evidence submitted and regular feedback on issues identified
- Input of enrolment documentation
- Regular review meetings
- Providing regular progress and success rates reports

6. Payment arrangements

Payments due will be calculated on a monthly basis following the ILR upload. Payment will be made to the subcontractor within 30 days of the receipt of an invoice.

7. Communicating the Policy

This policy will be communicated to subcontractors via the biannual finance and strategy meetings. Subcontractors will be given a copy of the policy.

7. Status of this Policy

The operation of this policy will be kept under review by the Assistant Principal Student Experience

Approved by: City College Board

Date approved: 06 July 2016

Date last reviewed: February 2019

Date of next review: July 2019