

## Supply-Chain Fees and Charges Policy 2018/19

### Introduction

The College's Supply Chain fees and Charges Policy is based on the mission statement "To provide outstanding education and training for individuals and employers", with the overarching strategic aim "to provide a curriculum that is responsive and reflects local, regional and national needs and priorities"

This policy is reviewed on an annual basis and is published on the College website ([www.southport.ac.uk](http://www.southport.ac.uk))

The policy, subject to the availability of funding, is that the College will:

- I. Make partnership arrangements with providers whose curriculum offer complements existing College provision.
- II. Support training providers who offer alternative environments and/or modes of attendance which widen participation in education and training for categories of learners who are currently under represented.
- III. Ensure that all sub-contracted provision courses provide opportunities to progress to higher level courses or employment opportunities.
- IV. Ensure the quality of provision through the application of College policies and systems.
- V. Ensure that all providers are aware of the College's Equal Opportunities Policy.
- VI. Ensure providers comply with SFA and College procedures, requirements, headline targets and policies.
- VII. Maintain a 'preferred provider' list on the basis of the quality of their provision.
- VIII. Provide a clear and transparent management fee model.

### Policy Implementation

**1. Make partnership arrangements with providers whose curriculum offer complements existing College provision by:**

1.1 Reviewing the course offer in relation to the overall portfolio of the College's work.

1.2 *Encouraging provision in locations within the College's normal travel to learn area where alternative provision is not readily available.*

**2. Support training providers who offer alternative environments and/or modes of attendance which widen participation in education and training for categories of learners who are currently under represented by:**

2.1 Seeking providers whose ethos and culture is in widening participation in education and training.

2.2 Inviting partners' tutors to attend College curriculum staff development.

2.3 Offering curriculum support as identified by College and partner staff.

**3. Ensure that all sub-contracted courses provide opportunities to progress to higher level courses or employment opportunities by:**

3.1 Verifying that progression opportunities exist with the provider or at the College or other local training providers.

3.2 Being realistic about the employment prospects which the qualification might lead to.

**4. Ensure the quality of the provision through the application of College policies and systems by:**

4.1 Regular reviews of recruitment, retention and achievement to ensure that standards are achieved and exceed national benchmarks and achievement gaps are monitored.

4.2 Regular scheduled and unscheduled visits, teaching observations, student interviews and surveys.

4.3 Effective support to improve the quality of students' experience.

**5. Ensure that all providers are aware of the College's Equal Opportunities Policy by:**

5.1 Providing sub-contracted partners with copies of the policy.

5.2 Ensuring that Equality of Opportunity is included in student inductions.

5.3 Ensuring students are aware of the College's procedure in relation to complaints.

**6. Ensure providers comply with EFA/SFA and College procedures, requirements, headline targets and policies by:**

*6.1 Ensuring that sub-contractors inspected by Ofsted have not been found to be inadequate.*

6.2 Providing a handbook of essential information and requirements.

6.3 Regular visits and telephone support by named contact staff.

6.4 Regular meetings to review arrangements, monitoring and other issues.

*6.5 Ensuring that controls are in place to manage and control students, tutors and provision.*

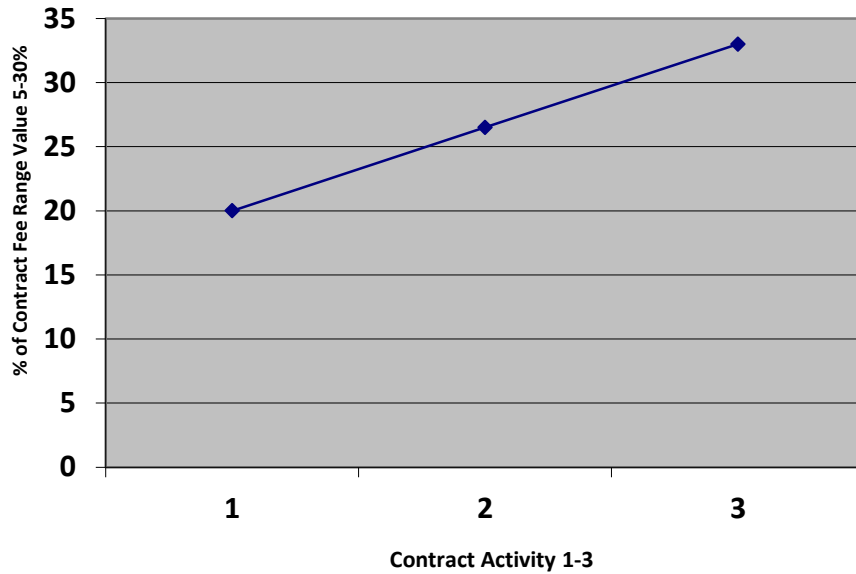
**7. Maintain a 'preferred provider' list on the basis of their provision by:**

7.1 Regular monitoring of provision against explicit quality criteria.

*7.2 Ensuring that sub-contractors' learners are from the same travel to learn area as the Southport College learners.*

**8. Provide a clear and transparent management fee model:**

8.1 Typical percentage range of fees retained are shown in the table below:



**Contract Activity Key**

- 1 = management fee / low risk
- 2= management fee / medium risk
- 3 = management fee / high risk

**9. Payment Terms**

- 1.1 Subject to the College receiving all necessary paperwork from the provider and subsequent payment in full from the Agency, the College will pay to the provider such part of the price due to the provider as relates to each programme or fraction of a programme completed in respect of the preceding month.
- 1.2 Payment shall be made by the College to the provider within 30 calendar days of receipt of valid paperwork from the provider.
- 1.3 Full terms regarding payment are provided within the Contract between the College and the sub-contracted provider.

**10. Maintenance**

- 10.1 This policy is maintained and approved by the College Executive Team annually.

<b>Date policy written</b>	8th <sup>th</sup> June 2019	<b>Date policy to be reviewed</b>	
<b>Policy written by</b>	Nicola Hurst		
<b>Impact assessed by</b>	Jesamine Kelly	<b>Date impact assessed</b>	
<b>Policy approved by</b>		<b>Date policy approved</b>	