

Policy Aim

The Aim of this policy is to set out Medway Adult Education's (MAE) rationale in sub-contracting part of its provision, and to set out its fees and charges. This provision is funded by the Educations & Skills Funding Agency (ESFA)

1. Reasons for sub-contracting

MAE enters into subcontracting arrangements to meet the needs of learners and employers where provision cannot be offered as direct provision. By working with sub-contractors MAE will be able to:

- Offer provision where MAE does not have the expertise to deliver this provision.
- Provide access to, or engagement with, a new range of customers
- To widen the range and scope of provision offered by MAE in terms of engagement, retention and progression opportunities.
- Meet the needs of the wider community and focus on priority groups, the unemployed and those wishing to further their careers and find more sustainable employment.
- Provide immediate provision to deliver an identified need.

2. Publication of information regarding sub-contracting arrangements

MAE will comply with all ESFA funding rules concerning publication of information relating to sub-contracting. MAE's sub-contracting fees and charges policy will be published on our website at the start of each academic year. Following the submission of the annual Final Funding Claim MAE will publish a list of all subcontracts, detailing the funding received, retained by MAE, and paid to each subcontractor.

3. Management Fee

MAE will determine the costs of services provided by a number of factors including the level of support a sub-contractor requires.

Full payment terms are confirmed with individual subcontractors and are listed in individual contracts but will be based on actual funding drawn down from the ESFA. Payments to subcontractors are capped at the rate of Maximum Contract Value listed in individual contracts. Subcontractors are informed of the amounts to invoice, and payments will be made within 30 days of receipt of invoice.

4. Costs included in management fee

In addition to meeting Quality Assurance requirements, the management fee covers the following costs:

- Due diligence checks for potential sub-contractors and preparation of contract.
- Registration and certification of learners, where applicable.
- Advice and support relating to funding body.
- Paperwork templates, if required.
- MIS functions, audit checks and monthly submission of ILR data.
- Administration, including data input.
- Monthly reconciliation of ILR submissions.
- Management of funding, finances and reconciliation.
- Preparation and processing of payments.
- A named manager for each sub-contract who will offer course planning advice and carry out site visits.
- Self-assessment costs
- Tutor training, if required.
- Any necessary intervention costs

Further details on the costs involved are detailed in individual contracts.

5. Quality Improvement

Subcontractors will be supported to follow MAE Quality Assurance processes set out in individual contracts, including Teaching, Learning and Assessment and implementation of the Quality Framework.

- Sharing and develop good practice through regular quality reviews

- Termly attendance, retention, achievement and pass rate monitoring.
- Learning walks and observations of teaching, learning and assessment and action planning for improvements.
- Monitoring of course documentation i.e. Schemes of work, lesson plans and ILPs.
- CPD monitoring i.e. safeguarding, prevent, British values and improvements identified through OTLA, IQA and EQA reports.
- Reviews of learner and employer feedback.

6. Review of this policy

MAE will review this policy on an annual basis and will update as required.

