

Richmond and Hillcroft Adult and Community College

Subcontracting Strategy

The College engages with subcontractors in order to better meet its strategic aims and enhance the breadth of offer for our learners. All subcontracted provision must fulfil at least one of the following aims:

- To support the strategic objectives of the College
- To provide a curriculum offer that meets identified government priorities
- To serve a specific demographic need that would not otherwise be met
- To secure positive local community benefits
- To provide access to learning for a specific group of adult learners
- To build College capacity or the capacity of a partner organisation
- To provide niche delivery for hard to engage learner groups where the cost of developing direct delivery would be prohibitive

In addition to the above, all subcontracted provision must:

- Add value by enhancing the range of opportunities available within the College's provision
- Be of 'Good or Better' quality as assessed by the Common Inspection Framework criteria.
- Provide Management access to learners, provision and records so that the quality of provision and the learner experience can be monitored and assured
- Not duplicate or compete with existing College provision
- Enable learners to make clear progress towards work, further and higher education and greater independence and wellbeing
- Enable access to the full range of information and support services available to learners studying at Hillcroft and Parkshot sites.

The College aims to build supportive and mutually rewarding relationships with its subcontractors, built on trust and respect, for the benefit of the local community and recognises that it is fully accountable for the delivery of any activity that it subcontracts. The quality of the provision will be monitored and managed through existing College processes and procedures.

Supply Chain Fees and Charges

In compliance with Education and Skills Funding Agency rules, the College will publish its subcontracting fees and charges policy and actual end of year subcontracting fees and charges on its website.

The College management fee (between 15-20%) is calculated to cover day-to-day management of subcontracted delivery including; monitoring of learner progress, collecting and updating due diligence, ensuring audit compliance, dealing with partner queries, coordinating self-assessment processes, quality and compliance monitoring. The fee also includes administration support e.g. to process the data, ILR management, management of funding and finances (preparation and processing of payments).

Owner:	Vice Principal –Teaching and Learning	Approved by:	Board
Review interval:	Annual	Approved on:	6 October 2017
Date of next Review:	July 2018	Post to website:	Yes

The management fee may be increased where:

- A College Risk Assessment deems a subcontractor to be a Medium or High risk, or;
- If a higher level of administrative and management support is necessary for a particular subcontractor.

The management fee may be decreased where:

- A College Risk Assessment deems a subcontractor low risk, and;
- The level of administrative and management support required is significantly lower than for other subcontractors.

The College will endeavour to ensure that the fee arrangements for different subcontractors are fair and equitable based on these parameters.

If additional/exceptional services are required of the College in assuring quality subcontractor provision, there will be a separate fee required above core management fee based on usage (such as Internal Verification, additional training etc.). This will be outlined in a schedule to the contract where applicable.

Procedures

Subcontracts will be reviewed and awarded annually. Subcontracting proposals for each year will be developed by the Vice Principal – Teaching and Learning and signed off by the Executive Group before presentation to the Governing Body for approval. As part of this process, it will be demonstrated how the proposed subcontracted provision meets the Subcontracting Strategy. This will also apply to any additional in-year subcontracting.

A Subcontracting Procedures document, to be reviewed annually and accompany annual subcontracts, will set out the full detail around:

- In-year contract management processes
- Data processing and management information
- Expectations for both parties
- Annual due diligence and ongoing quality assurance/audit and compliance checks
- Process for sourcing and selecting any new subcontractors.

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