

Cornwall Adult Education Supply Chain Fees and Charges Policy & Actual Fees & Charges 2017-18

This document is written in accordance with the Education and Skills Funding Agency (ESFA) Funding Rules for 2016/17.

Rationale for Sub-contracting

Cornwall Adult Education (CAE) does not routinely sub-contract delivery on a large scale, or simply to 'use up' our funding allocation. Agreements are made in line with these principles:

- Any sub-contracting will not create duplication or competition with our direct delivery and/or our existing sub-contracted delivery
- The delivery and mission of the provider shall complement ours
- Wherever possible the relationship shall not be solely sub-contracting, but will also involve direct CAE delivery and referrals to existing provision, with a particular focus on English and maths.

Our mission:

... is to provide local, affordable, part-time community based adult learning opportunities which assist adults to achieve their full potential and through this contribute to social inclusion, stimulate economic development, widen participation in learning and promote a culture of lifelong learning.

We will do this by:

- Providing a second chance for those who, for whatever reason, have not achieved their full potential at school.
- Enhancing the career prospects of adults not in employment by seeking to meet their education and training needs and supporting business to develop the skills of their existing employees.
- Assisting adults to function and progress at work and in society in general through improving their reading, writing, English speaking, mathematics and computer skills.
- Helping to build the capacity for learning in communities through delivering a Family Learning programme.
- Broadening horizons, expanding knowledge, developing skills and providing personal fulfilment through a range of learning opportunities.

Procurement and Tendering Process

1. Circulation of applications to tender from Cornwall Council Commercial Services using Due North site.
2. Submission of tender application by potential subcontractor. Due Diligence checks are carried out by Commercial Services in order to check the commercial history and viability of the organisation.

3. Tender application is sent to Head of Adult Education who chairs a panel of colleagues who scrutinise the application for quality of teaching, learning and assessment. The amounts of funding for each qualification proposed is added to application spreadsheet and returned to procurement.

4. Quality audit visit

The quality audit form is passed to a Quality and Curriculum Advisor to form the basis of a pre-contract visit, the purpose of which is to monitor quality procedures and discuss and assess approaches to teaching, learning and assessment. It is an essential gateway process without which the process cannot continue. Safeguarding, Prevent, and Health and Safety Policy compliance is established at the Due Diligence stage, and then operational compliance in practice tested at this stage.

5. Issuing of contract

If both parties are in agreement, a contract is issued by the Legal Department. The contract includes financial values, activity volumes, requirements of each party, and review arrangements. These agreements are usually for the duration of one academic year but could be longer according to the type of provision.

6. Quality monitoring

At commencement, CAE will allocate a risk rating to the provision and schedule quality monitoring accordingly.

An audit visit will be carried out in the first term of delivery, with an action plan to address any concerns and improvements identified.

Thereafter the sub-contractor will be subject to observations of teaching, learning and assessment; Drop Ins; learner surveys and any other quality processes in line with CAE policies.

7. Quality Improvement

Sub-contractor colleagues who deliver CAE funded provision will be able to attend CAE Continuous Professional Development (CDP) events and request mentoring or support from a Quality and Curriculum Advisor.

8. Payment

The first invoice for 20% of the final amount can be submitted by the subcontractor as soon as:

1. Complete start paperwork has been submitted.
2. The learner has attended for 4 weeks.

Subsequent invoices can be submitted mid-term (20%), assuming the learner is still on programme and then on completion.

Payment profiles can be varied according to the length of programme and the request of the provider.

9. Contract review

The contract states that review of financial, delivery and quality performance will take place quarterly. In practice, informal review can take place quite frequently.

10. Self assessment

CAE requires the sub-contractor to fully engage with its self-assessment processes. This is described in the contract.

Our values are that this process is to the benefit and development of both parties, and thereby to the experience of the learners.

11. Re-contracting

If CAE identifies the opportunity to sub-contract in the following academic year, they will inform current subcontractors by early May and the procurement process will re commence.

12. Fees and Charges

The agreement with the sub-contractor includes appendices which detail financial rates, volume, and payment schedules, specifically:

- A payable rate for the achievement by a learner of each qualification covered in the agreement
- How this rate is proportionately reduced if the learner does not achieve and leave the programme before completion (withdraws)
- How the rate varies according to the eligibility of the learners, e.g. whether they are fully or co-funded, their employment and benefit status, their age, etc
- An overall contract volume of funding which can be generated as a maximum by the combined delivery of a number of learners following the qualifications which have been agreed
- A payment schedule which is simple and limits the administration burdens on both parties – usually this will mean invoicing and evidencing for three payments – start, on-programme and achievement/reconciliation. CAE is flexible about the specific arrangement according to the needs of the partner, as long as payments following those from the ESFA to CAE, and do not expose either partner to unreasonable risk.

We expect our management fees and charges to sub-contractors to be in the region of 15-20% in total. This covers the following application of requirements and delivery of benefits as standard:

- Management liaison, support, advice and promotion
- Financial, delivery and quality accountability for the provision to the Education and Skills Funding Agency and Ofsted
- Processing and accountability for the Individualised Learner Record (ILR) and all associated returns, audits, exception report process
- Advice on data collection, eligibility, completion of ILR records, the changing fundability and eligibility of qualifications, etc
- Support, development, integration into the self assessment process

- Quality assurance and quality improvement through observations, audits, etc
- Sub-contractor's tutors and other staff to access CAE CPD events and opportunities

It can also include, according to negotiation, the needs of the individual sub-contractor, and the particular nature of the provision:

- Support and development in liaison with awarding organisations, e.g. internal verification, standardisation, centre approval, scheme approval, etc
- The processing of learner registrations and certification with awarding organisations
- Use of the CAE learning platform, Moodle, for communication and the development of extended opportunity for learners
- Participation in CAE learner consultation and survey processes

13. Policy review

This policy is reviewed annually and is presented to the Board of Governors for authorisation.

Actual Fees and charges 2016-17

Name of subcontractor	UKPRN number	Contract start date	Contract end date	Type of provision	Funding to CAES by ESFA	Funding paid to sub-contractor	Funding retained by CAES
Bodmin College	10032351	01/09/2016	31.07.2017	Apprenticeships	£21,782	£17,426	£4356
Digital Peninsula Network	10026332	01/09/2016	31.07.2017	Apprenticeships	£6892	£5514	£1378
Cornwall Training & Consultancy	10048670	01/09/2016	31.07.2017	Apprenticeships	£12,193	£9754	£2439

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