



Heart of England Training Ltd

...training for a brighter future

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# **Supply chain and sub-contractor fees policy 2016/ 2017**

## **Supply chain and sub-contractor fees policy statement**

### **Introduction**

Heart of England Training does not plan to subcontract any provision duplicating that which is delivered by the organisation. Where it does sub-contract it is with providers who support Heart of England Training in offering a more diverse range of high quality apprenticeship programmes. Heart of England Training works with providers (partners) that offer additional qualifications, sought after by employers that have a strategic fit with the organisation's own programmes allowing us to engage with a wider, local audience of employers and apprentices.

### **Procurement and due diligence**

All partners undertake a due diligence process that enables Heart of England Training to review financial standing, policies and procedures, delivery capacity and capability, quality and performance rates before entering into a sub-contract.

These checks are then reviewed by a panel consisting of Heart of England Training board members, relevant training managers and the financial controller before approval is given with the consent of the Managing Director.

Once approval is given, partners will be required to enter into a legally binding contract and agree to abide by the set terms and conditions.

### **Fees and payments**

Heart of England Training's fee is 30%, applied to 16 – 18 and 19+ apprenticeship contracts. These fees may be subject to revision should circumstances change.

Any change in fees will be discussed and agreed in advance and partners will be notified in writing either at the start of the contracting period or during the period if the change is in response to changing circumstances.

Payments are calculated and reconciled monthly following receipt of the Provider Funding Report (PFR) has been received from the SFA. Heart of England Training shares this information including the occupancy report detailing the delivery partners' learners, with the delivery partner. Delivery partners are asked to review and feedback any comments with approval that the information is correct, taking into account starts, leavers, learners in suspense and paperwork compliance. Payments are then paid within 30 days of Heart of England Training receiving the funding from the SFA. Any uplifts or additional funds received will be passed on to the delivery partner.

Delivery partners are made aware that Heart of England Training undertakes compliance checks on all paperwork submitted in line with the company Quality Improvement System (QIS) and will only draw funding from the SFA once all claims have passed compliance checks in line with SFA funding rules. Repeated failure to

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meet compliance check requirements may incur further costs which will be communicated and agreed prior to commencement. Heart of England Training will provide a calendar of monthly paperwork submission dates to the training partner. Paperwork received after the deadline will not be administered until the following claim month.

### **Quality assurance and support**

Heart of England Training is responsible for ensuring that the provision supplied by delivery partners is of high quality and meets the needs of learners and employers and complies with SFA and Ofsted guidance. The management fee charged is used to provide:

- A monthly, face to face performance review
- Monthly performance reports
- A contract management team
- The support of Heart of England Trainings' sector training manager
- All Internal Quality Assurance and responsibility for External Quality Assurance visits and actions
- Monthly paperwork compliance checks and feedback with clear and measureable actions required
- Administration of learner and employer records
- Registration and certification of learners with awarding bodies
- Training on key process and procedures
- Use of Heart of England Training learner and employer documentation
- Invitation to and expected attendance at Heart of England Training standardisation meetings
- Invitation to and expected attendance at Heart of England Training annual Self-Assessment Day
- Quality observation on a risk assessed basis but as a minimum of one per staff member per annum with feedback and training required on TLA, IAG, induction, initial assessment and employer engagement
- Learning walks
- An annual analysis of the partners Self-Assessment Report and quality improvement plan
- Opportunities for joint marketing activities
- Mandatory safeguarding training
- Mandatory Prevent – anti radicalisation and extremism training
- Mandatory Equality, Diversity and Inclusion training
- Regular Information updates from Heart of England Training

Underperformance or unsatisfactory performance will lead to intervention by Heart of England Training.

**JILL GIBSON**

Managing Director