

Supply Chain Fees and Charges Policy 2022/2023 (Partners)

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Author:	Deputy Principal Finance & Resources
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Associated Documents:	Curriculum Strategy; Subcontracting and Partnership Strategy, Adult Education Strategy

Introduction

The Chief Executive of the Education and Skills Funding Agency (ESFA) must make the best use of resources when securing provision of education and training; due to this an additional requirement has been added to the Funding Rules. The requirement is for all lead contractors to have a Supply Chain Fees and Charges Policy which is published on their websites. Additionally, there is also a requirement to publish data annually detailing the actual level of funding paid to each partner; this has to be completed within 30 days of the ILR closing. These changes will ensure the ESFA can monitor all fees and charges associated with sub-contracting to make sure enough funding is being allocated for providing high quality education and training.

Policy Statement

Cambridge Regional College's (CRC) vision; ***"To be outstanding in enabling students to excel and for serving employers and communities."*** CRC has taken the strategic decision to only subcontract its provision to allow the college to broaden opportunities for all. CRC is dedicated to striving for excellence and widening its offer to meet the needs and requirements of both regional and national learners and employers, delivering to niche markets, utilising expertise, skills and specialism of others and overall offering high quality provision for all. CRC endeavours to work in partnership with all of its partners in the true sense of the word.

Improving the Quality of Teaching and Learning

CRC is committed to working with all partners to ensure consistency in high quality provision; this will be achieved by providing support and guidance, working with partners to ensure observations of teaching, learning and assessment lead to quality improvement actions, bespoke and other training, partnership quality reviews, partnership meetings, Health and Safety checks, access to CRC resources and expertise, learner and employer feedback, learner and employer contribution into devising delivery programmes and involvement in annual self-assessment and development planning.

CRC aims to achieve as a minimum 5% above national average for both overall and timely success. CRC will expect all partners to be working to achieve the same results which will be monitored and final results will influence future contracting.

Management Fee

CRC retains a management fee for all of its subcontracted provision, the standard fee is 20% and may differ subject to contract size, source of funding and risk of the individual partner. The fee is deducted from the ESFA national or CPCA funding rate for each qualification. The fees charged reflect the cost of the procurement process and the strategic and operational management of the contracts. The fees applied can vary, dependent on a number of risk factors but not limited to: experience of partner, proven track record, achievement rates (overall and timely), type of provision, Ofsted grade and audit performance (where relevant), references and risk rating as determined by the due diligence process.

Partners are highly valued by CRC and therefore are provided with significant support and guidance and access to College Systems, including:

- Dedicated Quality Manager
- Support and advice on funding rules and compliance
- Regular updates in changes within policy, funding, government priorities and other relevant/useful information
- Regular quality review meetings
- Health and safety check
- Access to College standardisation meetings to share good practice
- Access to specialists including, but not exclusively, Quality, Health, Safety and Welfare, Human Resources, Finance, Management Information, Teaching and Learning
- Meetings with College management as required
- Access to Cambridge Regional College paperwork
- Quality assurance checks including unannounced/announced visits, audits on paperwork, and observations of IAG, induction and teaching, learning and assessment
- Access to bespoke data reports
- Opportunities to work on new opportunities e.g. joint tendering on financial bids and joint delivery of qualifications
- Support in sourcing additional funding
- Opportunities to deliver joint events/training

Payment Terms

CRC does not require partners to submit invoices. Payments are made on a monthly basis at the end of the following month in which the activity is successfully processed and uploaded to the ESFA.

CRC will calculate the monthly payment to the partner based on the level of income received from the ESFA or CPCA, the Participation Report being completed and returned by the required deadline in that month less the agreed management fee as stated in the call-off agreement for that year.

A payment schedule is submitted to each partner for approval prior to payment being released. Each partner will check the data and payment amounts and approve this prior to payment being processed.

Payments are made via BACs.

Policy Communication

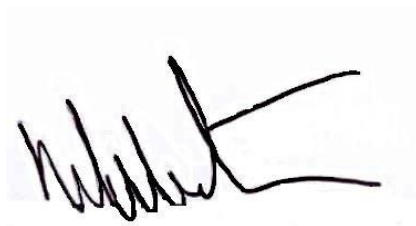
The policy is available online at <http://www.camre.ac.uk> and can be made available in hard copy as requested. The policy will be discussed as part of the planning and preparation for each year.

Policy Review

The policy will be reviewed annually and/or when significant changes in the Funding Rules occur.

Publishing Funding Data

CRC will publish data detailing the actual level of funding paid to each partner annually and within 30 days of the ILR closing.

A handwritten signature in black ink, appearing to read 'Mark Robertson', is positioned above the name and title. The signature is stylized and cursive.

Mark Robertson
Principal/Chief Executive

Document history

Date	Issue number	Change/Comments	Date Approved	Approved by
15/06/2021	2	Updated to new template		
07/06/2022	2	Minor changes to update and reduce future maintenance		



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