

Supply-Chain Fees & Charges Policy 2018 / 2019

Policy/Procedure Title	Supply-Chain Fees and Charges Policy
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Scope

This policy applies to all supply chain activity supported with funds supplied by the Education and Skills Funding Agency, or any successor organisations.

Context

The policy is a mandatory requirement that must be in place prior to participating in any sub-contracting activity from 1 August 2015.

Rationale for sub-contracting

The College engages with sub-contractors in order to better meet customer needs and to do the following:

- To work with providers who effectively reach priority learners in the community and who can demonstrate positive employment outcomes.
- To provide access to, or engagement with, a new range of customers.
- To support another provider to develop capacity/quality.
- To provide niche delivery where the cost of developing direct delivery would be unsustainable.

Percentage Range of Fees

The College retains a management fee which covers a proportion of the direct costs associated with operating and quality assuring sub-contract provision and which provides a contribution towards indirect costs such as finance, student support, IT and other curriculum support costs.

Sub-Contractors who have maintained a long term relationship with Abingdon and Witney College of delivering high quality provision may be offered a fee of 15%. The management fee for new sub-contract partnerships will be set at a higher rate in order to reflect the additional time and resources required to set up and monitor a new partnership.

Payment Terms

The College will make payment to the Sub-contractor within 30 **days of the date of an invoice which incorporates a** valid claim for payment, such claim being the part of the Price due to the Sub-contractor for each Programme or fraction of a Programme completed in the preceding Payment Period

Quality Assurance

The quality of sub-contract provision is carefully monitored and managed through existing College Quality Assurance Processes and procedures. The college provides training for sub-contractor staff on request.

Support Provided to Sub-contractors

College staff will visit sub-contractors regularly and will provide curriculum planning advice and funding updates. Delivery sessions will be observed by trained college observers and feedback will be provided. Training sessions will be provided on request.

Communication of the Supply-Chain Fees & Charges Policy

The Supply-Chain Fees & Charges Policy is published on the college internet at www.abingdon-witney.ac.uk and is sent to all sub-contractors. The policy will be discussed with potential sub-contractors during the due diligence process.

Policy Review

The Supply-Chain Fees & Charges Policy is updated annually.