

College Group Policy

Subcontracting Policy

Manager Responsible: Assistant Principal Information & Digital Transformation

Version Number: 1.0

Approval Date:	
Approved by:	Senior Management Team
Minute number:	
Ratified by:	For Board Ratification
Minute number:	
Review Date :	31/07/2024
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Intended Audience: <i>(Check appropriate box)</i>			
Staff:	<input checked="" type="checkbox"/>	Governors:	<input checked="" type="checkbox"/>
Students:	<input type="checkbox"/>	External:	<input checked="" type="checkbox"/>

AMENDMENT SUMMARY

<u>Version</u>	<u>Date</u>	<u>Remarks</u>
1.0	01 Aug 2023	Initial Document which has superseded previous Subcontractors Fees and Charging Policy

Age, Disability, Gender & Race Equality Statement

Age, Disability, Gender and Race Equality Impact Measures will be set and monitored through analysis of all data related to potential suspected or actual abuse of this policy.

A copy of the Equality Impact Assessment Initial Screening Form is attached as an Annex to this document

1. Rationale for subcontracting

Chelmsford College is committed to increasing and diversifying the range of courses it delivers to widen participation, deliver to niche markets, engage in new and emerging markets and meet the regional and local economic development agenda. The College's current strategic goals are

- To become and **outstanding** college
- To provide **greater access** to learning
- To **inspire and motivate** members of staff
- To prioritise **partnership working**
- To be **financially, environmentally and socially sustainable**

The College has taken the decision that in order to achieve this, part of its provision may be subcontracted to partner organisations that can demonstrate high quality delivery in areas that complement existing provision and that share the College values which are listed below.

- **Excellence** in teaching and learning
- **Innovation** in how we work and develop
- **Ambition** for all in the College community to be the best we can be
- **Respect** and **support** for every individual
- **Fairness** and **equity** in all our undertakings
- **Forward thinking** in our development

Subcontracting arrangements are subject to a robust procurement process and through this process must demonstrate it meets one or more of the following 5 reasons for subcontracting:

- Enhances the opportunities available for learners
- Fills gaps in niche or expert provision or provides better access to training facilities
- Supports better geographical access for learners
- Offers an entry point for disadvantaged groups
- Gives consideration of the impact on individuals with shared protected characteristics, where there might otherwise be gaps

2. Subcontracting Strategy 2023/24

For 2023/24 the College will continue to only subcontract Adult Education Budget funding in agreements that meet the rationale described in the previous section.

To meet Education & Skills Funding Agency's (ESFA) expectation of reduced levels of subcontracted activity, the College will be looking at reducing our level of subcontracting from £184,861 in 2022/23 to **£143,000** in 2023/24.

The list of subcontractors selected as a result of the procurement process are shown below

Sub-contractor	Provision	Contract Value
Learning Curve Group LTD	Range of online short courses mainly at level 2 in the health and social care sector	£71,500 Adult Education Budget
The Skills Network	Range of online short courses mainly at level 2 in the health and social care sector	£71,500 Adult Education Budget

3. Subcontracting monitoring and oversight

The College have robust processes in place to manage all aspects of subcontracted delivery. These processes are subject of internal and external audit to ensure compliance with the ESFA's Subcontracting Standard that was introduced in 2022/23. In addition to being reviewed by the College's governing body, the reports are also sent annually to the ESFA.

4. Commitment to improving the quality of Teaching, Learning and Assessment

The College prioritises high quality teaching and learning and has a commitment to continuous improvement. In order to achieve this, the College has developed well established quality improvement and assurance processes which will be fully implemented throughout its supply chain. These processes include, but are not limited to, teaching and learning observations, operational meetings, quality reviews, mock inspection and performance review boards.

Partners will also have access to the College's professional development activities and will be expected to actively participate in supporting, developing and sharing good practice.

5. Management Fees

The standard management fee that the College will retain is capped at 20% of all funding that is drawn down for the subcontracted provision. This fee is calculated from the Provider Funding Reports supplied to the College by the ESFA.

The standard fee covers the cost that the College incurs in the selection and management of sub-contracted provision. The fee covers the Quality Assurance, Administrative work, MIS functions related to funding submissions, management meetings and account / contract management.

6. What support does Chelmsford College offer to its supply chain?

Sub-contractors working with Chelmsford College receive access to a high level of support, guidance and College systems, including:

- Designated Contact.
- Regular performance updates against clear measures of success.
- Regular performance and quality visits.
- MIS returns completed
- Monthly funding reports
- Access to learner support
- Quality management systems
- Management Information Services and data control advice
- Audit of management systems and delivery and observation of teaching, learning and assessment
- Safeguarding of Young People and Vulnerable Adults procedures
- Teaching, Learning and Assessment coaching
- CPD Opportunities and planned training and development
- Policy development
- Support with Funding Rules compliance
- Regular national updates regarding funding and policy guidance
- UK Border Agency (UKBA) advice, guidance and monitoring

Other support is available specific to the type and size of contract agreed.

7. How payments are made to the supply chain

The College operates an invoice based payment process and payment terms are 30 days from the date of invoice. Payments are made on a monthly basis at the end of the month that follows the month where the activity has been successfully processed by the ESFA.

Details of any rights that the College holds in regards the withdrawal, reduction or withholding of payments will be detailed in the contract between the College and the Sub-Contractor.

The College expects Supply Chain members to fully engage in assessing the accuracy of payments and have a responsibility to review their monthly financial reconciliations to identify any inaccuracies.

8. Policy Review and Publication

This policy will be reviewed annually prior to the start of the academic year and/or when significant changes in the Education & Skills Funding Agency rules are published.

The Policy will be published on the College website (www.chelmsford.ac.uk) and is available in hard-copy on request.

The Policy will be discussed prior to any new sub-contracted agreements being entered into.

Equality Impact Assessment (EIA) Initial Screening Form

Name of the Policy, Procedure, Practice or Proposal being screened:

Subcontracting Policy

Provide a brief description of its purpose:

Chelmsford College is committed to increasing and diversifying the range of courses it delivers. To do this it will engage with organisations external to the institution. This policy lays out the fees and other arrangements which will result from these arrangements.

Are there controls in place to monitor the uniform application of this practice? (if no please explain below)

Yes**No**

The policy is to be reviewed annually by the Senior Management Team. When appropriate, it may also be reviewed by the Board of the Corporation or one of its sub-committees.

Does the policy or process have the potential to affect a particular group disproportionately in either a positive or negative way? Please provide comments with supporting evidence:

This policy will be uniformly applied through high quality subcontracting organisations. Age, Disability, Gender and Race Equality Impact Measures will be set and monitored through analysis of all data related to potential suspected or actual abuse of this policy.

If you have identified a medium or high equality impact please complete the following, otherwise leave blank. Add additional comment below the questions as necessary.

Are there any other policies or practices that need to be assessed alongside this screening?

Yes**No**

Should the policy or practice proceed to a full Equality Impact Assessment?

Yes**No**

If the answer to the above question is no, please give the reasons for this decision:

There have been no areas of risk identified that would require a full assessment

If a full impact assessment is required, please give the date by which it will be completed

(Note – If you have assessed a negative impact as high, you must seek advice and conduct a full EIA on a high priority basis)

Declaration:

We are satisfied that an initial screening has been carried out and a full Equality Impact Assessment [~~is~~ / is not] required at this time.

(If a full EIA is required, a template form is available within the EIA Guidance Notes which must be read before completing a full EIA).

Manager:

Signature: M Emerson

Date: 01 Nov 2023

Countersigned

Signature: D Warnes

Date: 06 Nov 2023

Appendix 2

Subcontractor Course Offer & Academic Performance 2022/23

Learning Curve Course Performance 2022/23

Learning Aim	Learning Aim Title	Leavers	Achievement Rate
60000478	Certificate in Preparing to Work in Adult Social Care	1	100.0
60003364	Certificate in Introducing Caring for Children and Young People	2	100.0
6000728X	Certificate in Counselling Skills	44	81.8
60063555	Certificate in the Principles of Dementia Care	1	0.0
60093110	Certificate in Understanding the Care and Management of Diabetes	2	100.0
60093122	Certificate in the Principles of the Prevention and Control of Infection in Health Care	1	0.0
60107911	Certificate in Cleaning Principles	2	100.0
60116870	Certificate in Principles of Working with Individuals with Learning Disabilities	3	100.0
60125305	Certificate in Lean Organisation Management Techniques	2	100.0
60131196	Certificate in Understanding Dignity and Safeguarding in Adult Health and Social Care	1	100.0
60131457	Certificate in Equality and Diversity	1	0.0
60133892	Certificate in Understanding Nutrition and Health	4	100.0
60134045	Certificate in Understanding the Safe Handling of Medication in Health and Social Care	2	100.0
60134380	Certificate in Awareness of Mental Health Problems	9	44.4
6013818X	Certificate in the Principles of End of Life Care	2	0.0
6014306X	Certificate in Common Health Conditions	2	100.0
60163306	Certificate in Understanding Autism	38	89.5
60170700	Certificate in Principles of Customer Service (VRQ)	2	50.0
60170712	Certificate in Principles of Business Administration (VRQ)	2	50.0
60306348	Certificate in the Principles of Warehousing and Storage	1	100.0
60310625	Certificate in Understanding Behaviour that Challenges	6	100.0
60320412	Certificate in Understanding Specific Learning Difficulties	5	80.0
60328137	Certificate in Understanding Children and Young People's Mental Health	31	93.5
60328186	Certificate in Understanding Safeguarding and Prevent	4	75.0
60328319	Certificate in Improving Personal Exercise, Health and Nutrition	2	50.0
60331148	Certificate in Digital Skills for Work	1	0.0
60336328	Certificate in Creating a Business Start-Up	5	80.0
60338830	Certificate in Principles of Team Leading	9	66.7
60343060	Certificate in Understanding Business Improvement Techniques	2	100.0
60351482	Certificate in Understanding Mental Health First Aid and Mental Health Advocacy in the Workplace	45	97.8
60352164	Award in an Introduction to Neuroscience in Early Years	3	66.7
60352619	Certificate in LGBT Inclusion in the Workplace (RQF)	1	100.0
60356832	Certificate in Understanding Climate Change and Environmental Awareness	3	100.0
60358087	Certificate in Understanding Adverse Childhood Experiences	10	90.0
60358531	Certificate in the Principles of Cyber Security	13	69.2
60358543	Certificate in Understanding Coding	6	100.0
60358609	Certificate in Understanding Cancer Support	5	100.0
60358622	Certificate in Understanding Mental Health in the Early Years	20	90.0
60371687	Certificate in Understanding Domestic Abuse	9	88.9
		302	85.4

The Skills Network Course Performance 2022/23

Learning Aim	Learning Aim Title	Leavers	Achievement Rate
60140409	Certificate in Preparing to Work in Adult Social Care (RQF)	1	100.0
60146175	Certificate in Understanding the Care and Management of Diabetes (RQF)	2	100.0
60153192	Certificate in Equality and Diversity (RQF)	5	100.0
60153362	Certificate in Principles of End of Life Care (RQF)	3	100.0
60178152	Certificate in Counselling Skills (RQF)	16	93.8
60328319	Certificate in Improving Personal Exercise, Health and Nutrition	6	100.0
60329324	Certificate in Principles of Working with Individuals with Learning Disabilities (RQF)	4	100.0
60329336	Certificate in Understanding Retail Operations (RQF)	2	100.0
60329427	Certificate in Understanding Autism (RQF)	56	92.9
60329440	Certificate in Understanding Behaviour that Challenges (RQF)	3	100.0
6032949X	Certificate in Principles of Business Administration (RQF)	11	100.0
60329580	Certificate in Awareness of Mental Health Problems (RQF)	12	91.7
60329671	Certificate in Cleaning Knowledge and Skills (RQF)	2	50.0
60329956	Certificate in Principles of Customer Service (RQF)	2	50.0
6032997X	Certificate in Principles of Team Leading (RQF)	7	85.7
60330053	Certificate in Common Health Conditions (RQF)	1	100.0
60330077	Certificate in Understanding Specific Learning Difficulties (RQF)	4	100.0
60330089	Certificate in Introducing Caring for Children and Young People (RQF)	7	100.0
60332001	Certificate in Information, Advice or Guidance (RQF)	6	83.3
60332013	Certificate in Falls Prevention Awareness (RQF)	1	100.0
60332049	Certificate in Understanding Children and Young People's Mental Health (RQF)	23	91.3
60332177	Certificate in Understanding the Safe Handling of Medication in Health and Social C	4	100.0
60336468	Certificate in IT User Skills (RQF)	4	100.0
60336870	Certificate in Event Planning (RQF)	2	100.0
60336882	Certificate in Lean Organisation Management Techniques (RQF)	6	83.3
6033776X	Certificate in Understanding Environmental Sustainability (RQF)	1	100.0
60342146	Certificate in Awareness of Bullying in Children and Young People (RQF)	1	100.0
60342171	Certificate in Behaviour that Challenges in Children (RQF)	7	100.0
60343849	Certificate in the Principles of the Mental Health Worker (RQF)	4	100.0
60348136	Certificate in Allergy Awareness (RQF)	5	100.0
60350970	Certificate in Caring for the Elderly (RQF)	2	100.0
60350994	Certificate in Safeguarding, Prevent and British Values (RQF)	2	100.0
60359109	Certificate in Special Educational Needs and Disability (RQF)	6	100.0
60359110	Certificate in Self-harm and Suicide Awareness and Prevention (RQF)	94	95.7
60362959	Certificate in Digital Marketing (RQF)	18	77.8
61012981	(blank)	1	100.0
		331	93.7