

## Sub-contracting Fees and Charges Policy

### Scope

This policy details how EFL Trust will apply fees and charges to agreements with organisations subcontracted to deliver training on EFL Trust's behalf. The policy sets out the subcontracting fees and charges for the 18/19 academic year, and is published in line with Education and Skills Funding Agency requirements stated in the Adult Education Budget: Funding and Performance Management Rules.

### Policy Statement

EFL Trust is committed to delivering high quality education and training to meet local, regional and national need, and as reflected in the communities served by the EFL Trust's network of local EFL club trusts

The reasons for sub-contracting are:

- To work with local partners with an in-depth knowledge of their area, and the local challenges.
- To ensure we offer the opportunity to participate in our programmes to communities all around the country.
- To use well-established professional football club community organisations (CCOs) to engage with participants in their areas.
- To maximise the impact of the funding.

### Contribution to improving the quality of teaching and learning for EFL Trust and its subcontractors

In line with EFL Trust's self-assessment and quality improvement processes, subcontractors will have to commit to the principles and practices of continuous improvement, putting the enhancement of the learner experience at the heart of all they do. This continuous improvement cycle will be led and resourced by EFL Trust and achieved through: subcontractor workshops, CPD delivery, quality reviews, compliance visits, observation of teaching and learning, learning walks, and learner feedback.

Each subcontractor will be expected to contribute its own Self-Assessment Report, which will inform the EFL Trust's own SAR, and inform whether a subcontractor will be invited to contract for another year.

### Management Fee

EFL Trust will incur costs for managing the sub-contracting process. A management fee of 17% of the funding will be retained for each element delivered on the 19-24 traineeship and for qualifications delivered through the AEB. This will be used by the Trust to cover the costs of pre-contract assessment, performance management, quality assurance requirements, and the ongoing development of staff at sub-contractors.

This management fee will be confirmed before sub-contractors commence delivery, and will be subject to an annual review.

### Support sub-contractors will receive in return for the fee charged by EFL Trust

The management fee represents the total cost that the Trust incurs in effectively managing sub-contracted provision. Support for each sub-contractor may vary based on their needs and requirement. The following support is offered to all sub-contractors:

- Monthly ILR reconciliations to ensure accuracy and timeliness of data.
- Learner surveys to gain feedback on learning experience and prompt any action.
- Due-diligence checks for potential and existing sub-contractors (regular updates and reviewed annually)
- Data input for learners on enrolment and completion.
- Lesson observations and learning walks, to ensure high quality teaching and learning is taking place.
- Checking for learner eligibility, funding, accuracy and timeliness in line with ESFA rules.
- Registration with awarding body for qualifications, where required.
- Provision of learner support will be available to all learners, where applicable, at sub-contractors.
- Strategic review meetings, to identify areas for development.
- Access to online tools for English and maths initial assessment.
- Access to online equality and diversity, Prevent, and British values training for all learners at sub-contractors.
- Access to a workforce development programme for their delivery staff.
- Ongoing support from a dedicated member of staff at EFL Trust
- EFL Trust's travel to sub-contractor and delivery premises.

### Payment Terms and Conditions

Payments will be made in proportion to the income generated, per learner, based on the monthly funding return from the Education and Skills Funding Agency.

Full details of payment arrangements for each individual contract are included in each Subcontractor's contract. These include the detailed schedule for evidence submission and monthly financials deadlines, with specific dates for each month.

### Responsibilities and Duties

The Head of Education & Employability has responsibility for ensuring that the Subcontracting Fees and Charges Policy is reviewed annually. The Head of Education & Employability will ensure that Subcontracting procedures and other such documents comply with, and are implemented in line with Education & Skills Funding Agency requirements and best practice.

All potential subcontractors will be made aware of the policy as part of the Due Diligence and tendering process.

### Policy Review and Communication

The fees and charges policy will be reviewed annually, however may be reviewed more frequently in response to changes in government policy or funding.



The Fees and Charges Policy will be routinely communicated to and discussed with current subcontractors as part of the contract review process.

#### Where the Policy is Published

In compliance with Education and Skills Funding Agency and other agency funding rules that apply, EFL Trust will publish its sub-contracting fees and charges policy and actual end-of-year sub-contracting fees and charges on its website before the start of each academic year (and in the case of actual end of year data, within 30 days of the previous year's ILR closing as required by the ESFA).

This will only relate to 'provision subcontracting' i.e. subcontracted delivery of full programmes.

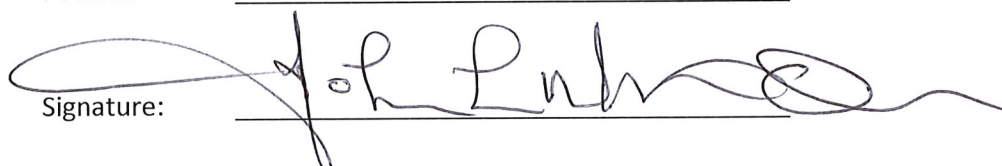
#### Contingency Plan

In the event that the EFL Trust needs to withdraw from a subcontract arrangement, a subcontractor withdraws from the arrangement or a subcontractor goes into liquidation or administration, the Trust will take steps to ensure that provision is made so that the learners involved are able to complete their qualifications. All paperwork relating to the learners will be secured by the EFL Trust in the event of a subcontractor withdrawing, and will remain the property of the ESFA to be used for claim, inspection and audit purposes.

Policy approved by EFL Trust Board. Signed on behalf of the board by:

Name: JOHN LEE NIXON

Position: CHAIR EFL TRUST

Signature: 

Date: 21<sup>st</sup> May 2018

Date of next review: 01 August 2020

